DOCUMENT RESUME

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ABSTRACT

The Learning Resource Center (LRC) at the William Rainey Harper College offers instructional services to assist faculty and students in the selection, production, and utilization of educational media; a library which contains 40,000 volumes, newspapers, and periodicals; and flexible facilities for instruction, an independent study facility, and an innovative diffusion center. The nature of the LRC is presented through job descriptions and objectives of center personnel in such categories as administration, acquisitions and cataloging, media circulation, and reference consultation. The previous year's staff booklet can be found under ED 058 719. (RH)

ED 071388

IRC

Staff 72/73

IRC 0234

INTRODUCTION

This 1972-73 LRC staff booklet is the product of planning and reviews of the professional staff in the LRC. It is the results of their efforts to further refine their responsibilities within the LRC organization and their refinement on stating goals and objectives for their areas of the LRC operations.

Both the job descriptions and objectives, after several staff meeting review sessions, were mutually agreed upon by the staff members and their immediate supervisor. This process led to a high level of staff involvement in this aspect of the planning process and aided in an improved understanding of each staff member's responsibilities, functions, and goals. This was of particular importance in consideration of the college's recommendations on long range planning which had LRC long range planning inputs into it, and the updating of the college staff organization chart with concurrent LRC staff organizational restructuring along the main functions of processing, resources, and production.

George H. Voegel
Dean, LRC

U.S. DEPARTMENT OF HEALTH,
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Guide to the Learning Resources Center

hours

monday-thursday.....8 am-10 pm
friday.....8 am-5 pm
saturday.....9 am-12 noon
(closed sundays and official college holidays)

The Learning Resources Center

The Learning Resource Center is housed in Building F and contains over 50,000 volumes, catalogued according to the Library of Congress classification, along with newspapers, periodicals, motion picture films, audiotapes, slides and other non-print media. About 700 magazines are currently received. Also included are expensive microfilm back issues of the Chicago Tribune, the New York Times, and about 25 periodicals. Microfilm readers and printers are available for making copies of these materials. The main card catalog in F-240 contains entries for all LRC books and other media in the collection.

services

The LRC functional support to the college and its instructional program is organized into three service areas. These areas staffed by service functions are Processing Service, Production Service and Resources Service. What these services offer and how you can obtain them are described in appropriate sections of this booklet.

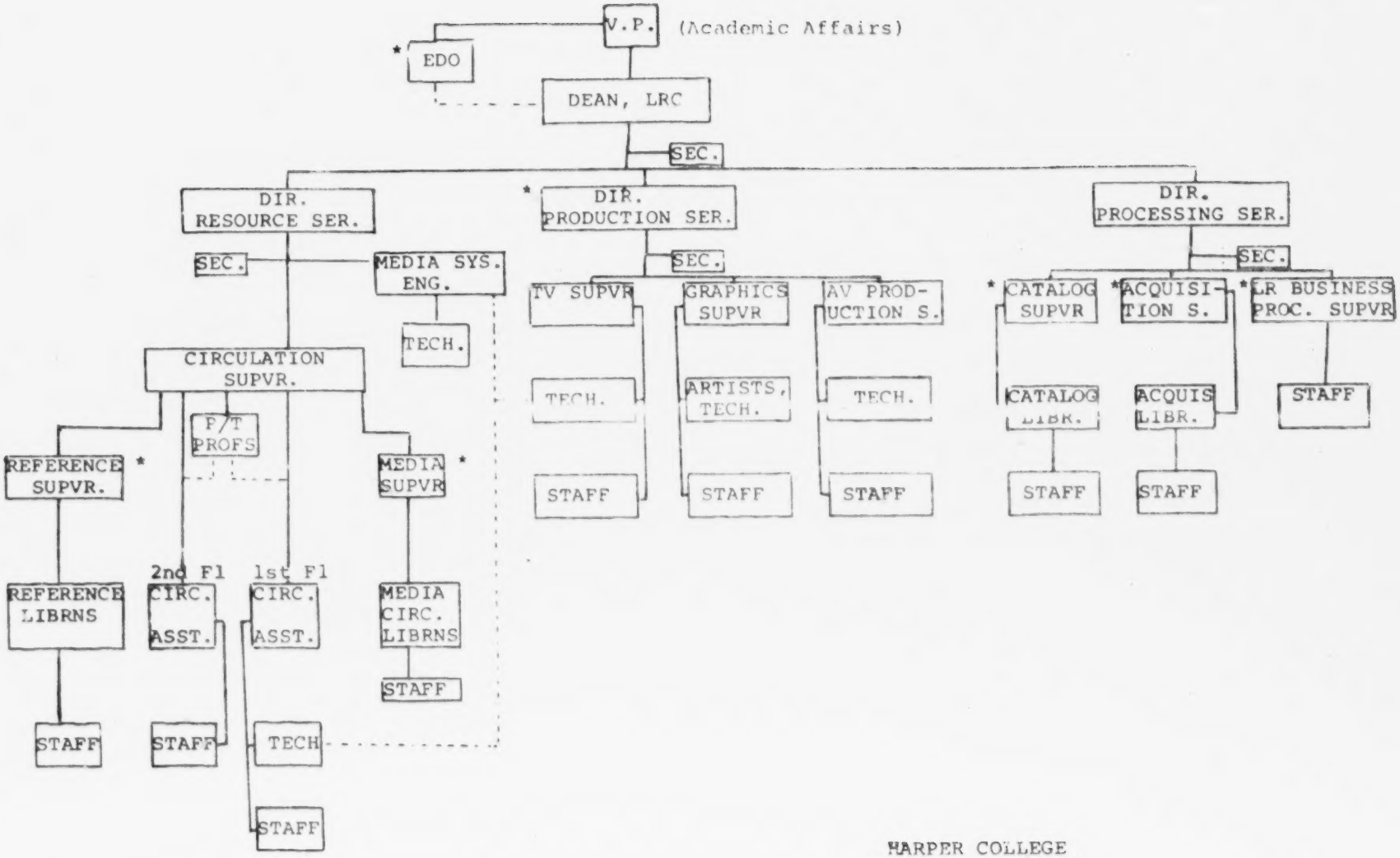
flexible facilities for instruction

Seven lecture/demonstration facilities designed for large group instruction and equipped with audio systems, remote media projection, and television linked directly to the LRC, provide the instructors and students with multiple resources for presentations.

Other instructional areas and the LRC independent study facility (F-132), each equipped with a variety of media, are also available to support instruction.

The LRC Innovative Diffusion Center is located in F-217. It contains ERIC junior college studies on microfiches, learning module samples, current articles on innovations, a lounge area with TV, and coffee.

The mission of the learning resources center is to support the instructional program of the college by providing appropriate resource services to both faculty and students.



HARPER COLLEGE
LRC ORGANIZATION

(Ultimate Development for Single Campus Operation - up to 1977)

*Positions not opened in '72-'73.

5/31/72

LEARNING RESOURCES ADMINISTRATION

The mission of the learning resources center is to support the instructional program of the college by providing services to both faculty and students and provide other services appropriate to the goals and objectives of the college.

ADMINISTRATIVE:

Dean, LRC

Provides administrative direction to the LRC area of Academic Affairs, including supervision over the Production Service, Processing Service, and Resources Service areas.

Director of Processing Service

Directs facilities, personnel, and resources which are or will be engaged in the acquisitioning, cataloging, processing, and inventorying of all LRC materials, equipment, and supplies in LRC support of faculty and students.

The objective of the Processing Service is to support the college and its objectives by identifying, acquiring, cataloging, processing, and inventorying suitable LRC materials.

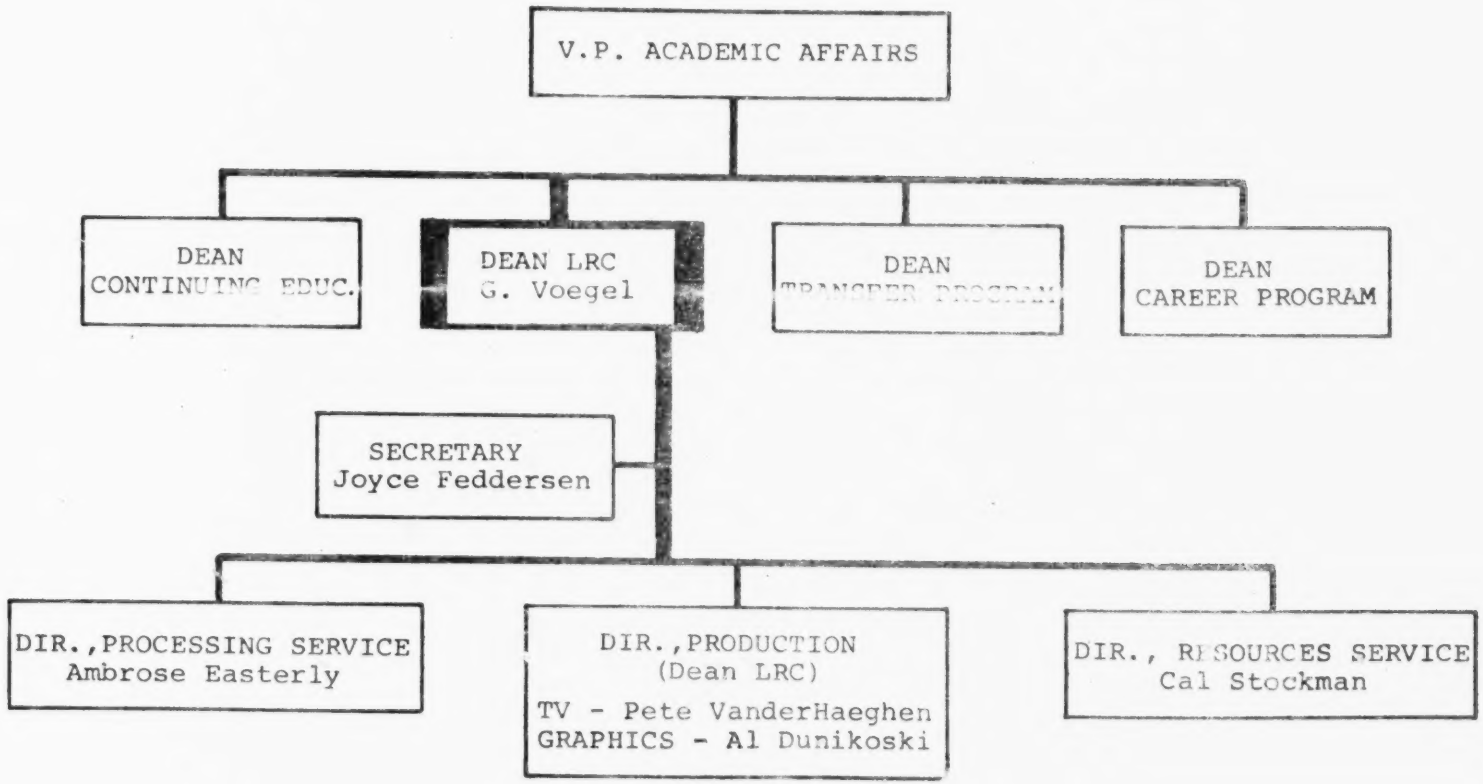
Director of Resources Service

Directs facilities, personnel, and resources that are or will be engaged in user services which includes reference, bibliographic circulation, transmission or dissemination, and assistance to both faculty and students with the use of learning resources.

Director of Production Service

Directs facilities, personnel, and resources which are or will be engaged in the production of materials in various media formats as appropriate to the learning process, or co-curricular activities, or institutional goals.

DEAN—LEARNING RESOURCES CENTER (LRC)



DEAN OF LEARNING RESOURCES
JOB DESCRIPTION

The dean of learning resources is directly responsible to the vice-president of academic affairs for the development and effective operation of the Learning Resources Center. He will also serve as a staff officer to the vice-president for other duties and responsibilities as prescribed for this position.

This individual:

A. Assists the vice-president of academic affairs, together with other deans, in planning and organizing the educational programs of the college and to plan and implement the LRC programs and services to support these educational programs.

B. Assists the vice-president and other staff with instructional development and innovative instruction.

C. Develops and implements procedures and processes designed to increase student and staff use of LRC services and facilities.

D. Assists the vice-president with planning, development and implementation of faculty orientation.

E. Plans, develops, and implement a faculty LRC in-service program.

F. Develops and recommends requirements and qualifications for new LRC staff.

G. Evaluates and make recommendations in regards to selection, promotion, leaves, and retention, non-retention, and tenure of all LRC staff and main-maintain appropriate records.

H. Provides input into recommendations regarding retention, non-retention, promotion, and tenure appointments of full time teaching faculty.

I. Provides appropriate input to division chairmen in writing objectives for LRC and performance appraisals based on these objectives.

DEAN OF LEARNING RESOURCES
JOB DESCRIPTION
-continued-

J. Serves as the GT-70 Network, mid-west coordinator.

K. Provides for effective and efficient support to the instructional programs and other college services through the appropriate directors of resources, processing, and production services for the on-going LRC functions of circulation, reference, systems design and maintenance, acquisition and cataloging, and TV and graphic production of learning materials.

L. Plans, develops, and recommends to the vice-president the LRC annual budget and executes the adopted budget.

M. Evaluates the LRC operations and services and make recommendations for improvement of these services to the college staff and students and to the community.

N. Prepares and/or makes other studies on LRC services as requested by president or vice-president.

O. Coordinates and encourages participation in professional development for all LRC staff.

P. Assists vice-president in coordinating liaison activities with state agencies, community groups, other community colleges, four-year colleges and universities in regards to LRC services.

Q. Assumes other esponsibilities as designated or delegated by the vice-president of academic affairs.

R. Coordinates the evaluation of gifts and donations to the LRC and acknowledge the receipt of these gifts and donations.

DIRECTOR, PROCESSING SERVICE
JOB DESCRIPTION

The director of processing service is responsible to the dean of learning resources for the following services as appropriate to the learning resources for the academic affairs area, college, and community.

This individual:

A. Assists the dean of learning resources in planning, organizing, and administering the program and operation of the processing service in support of the college objectives and programs.

B. Encourages the fullest faculty, student and staff involvement in the ordering of learning resources materials and coordinates the receipt of their materials requests.

C. Directs through appropriate staff the assembling and placing of orders for additions to the collection.

D. Directs the maintenance of the periodicals collection.

E. Coordinates the notification to faculty and staff members of the receipt of new learning resource materials.

F. Plans and implements procedures and in-service programs to assist students and faculty in interpreting and making available resources of the LRC.

G. Directs cataloging activities.

H. Directs the business operations for the total LRC which would include - ordering all raw materials, supplies, equipment, and furniture; maintaining appropriate open accounts; coordinating contractual maintenance and services.

I. Supervises and coordinates through appropriate staff, the billing, invoices, and orders received.

DIRECTOR, PROCESSING SERVICE
JOB DESCRIPTION
-continued-

J. Develops in cooperation with appropriate LRC staff the specifications and bidding backup information for all LRC purchase orders as required by Business Office procedures.

K. Maintains LRC equipment inventory files and coordinates the inventorying of the learning resource collection and the replacement of lost materials.

L. Plans and develops the budget and executes the adopted budget for processing services.

M. Develops requirements for new personnel and recommends staff for selection, retention, leave, tenure and promotion.

N. Supports professional development, participates in professional associations, and encourages appropriate staff to do likewise.

O. Assists the dean of learning resources with the evaluation and acknowledgment of gifts to the LRC.

P. Evaluates and makes periodic reports and recommendations on learning resource materials and on improvements for processing service to the dean of learning resources.

Q. Represents processing service at appropriate college meetings.

R. Assumes other appropriate responsibilities as designated or delegated by the dean of learning resources.

DIRECTOR, RESOURCES SERVICE
JOB DESCRIPTION

The director of resources service is responsible to the dean of learning resources for the following services as appropriate to the learning resources for the academic affairs area, college, and community.

This individual:

A. Assists the dean of learning resources in planning, organizing, and administering the resources programs and services to support the educational programs of the college.

B. Directs reference activities.

C. Supervises all LRC circulation and distribution activities.

D. Directs, via appropriate staff, the charging and discharging of materials in the collection and sending of overdue notices and billings.

E. Supervises and coordinates interlibrary loans.

F. Maintains the reserve book and other materials section through appropriate staff.

G. Directs and coordinates the AV media circulation and distribution in support of the total college operations.

H. Supervises through appropriate staff, the media operation of the lecture/demo centers, and the scheduling and distribution of television programs.

I. Coordinates his staff in assisting in the selection of all materials with a special emphasis on media for the LRC collection.

J. Coordinates the planning and development of any new media system guidelines needed for the LRC.

K. Plans and implements procedures and in-service programs that will assist both faculty and students with the use of resources service.

DIRECTOR, RESOURCES SERVICE
JOB DESCRIPTION
-continued-

L. Evaluates and makes periodic reports and recommendations on resources service (including circulation, reference, distribution, etc.) to the dean of learning resources.

M. Provides a staff atmosphere for objective discussion of improvement of procedures relating to resources service.

N. Develops requirements for new personnel and reviews resources service personnel with regard to selection, tenure, promotion, retention, and non-retention.

O. Plans for and executes the budget for resources service, as approved.

P. Represents, with his staff, resources service at appropriate college meetings.

Q. Directs the utilization of self-instructional materials as related to resources operations.

R. Supports professional development, participates in professional associations, and encourages appropriate staff to do likewise.

S. Assumes other appropriate responsibilities as designated or delegated by the dean of learning resources.

DEAN OF LEARNING RESOURCES
OBJECTIVES FOR 1972-73

Percentage of Time

I. INNOVATIVE

A. Implement the new LRC staff organization.

This objective will be considered achieved during July, 1972 when all staff have begun to function in their new roles.

B. Explore the role and support efforts of the LRC relationships to the broad area of credit by exams and similar developments such as "home delivery" systems.

This objective will be considered achieved when meetings with appropriate college staff have been held and a recommendation has been made to the vice-president of academic affairs by March 30, 1973.

C. The appropriate LRC staff host and/or participates in working sessions or conferences with area community colleges, high schools, public libraries, and other community agencies to explore the feasibility of interinstitution cooperative Learning Resources projects.

This objective will be considered achieved when meetings are held with each of these agencies and appropriate action has been made within two weeks following such sessions and all recommendations are made by May 15, 1973.

D. Provide input to the Illinois Junior College Board staff for appropriate future LRC action.

This objective will be considered achieved when:

1. Harper has provided its suggestions to improve the LRC data base section of I.J.C.B. reports as per its deadlines.

2. The deans or directors of LRCs throughout the state have at least one session of their own at an I.J.C.B. conference.

20%

II. PROBLEM SOLVING

A. Monitor the functioning of the new LRC staff organization and improve LRC services and communications by holding staff meetings with new clustering of staff and total LRC staff.

This objective will be considered achieved when:

1. Frequency of occurrence is one per week in Sept.; bi-monthly in July and October; and monthly or as required during the rest of the year.

2. Procedural changes are made as required.

3. Follow-up report and recommendations made by March 15, 1973.

B. Work with college Task Force on ownership and copyright.

This objective will be considered achieved when the Task Force goals are met and appropriate recommendations are made to the vice-president of academic affairs by Feb. 15 and carried forward to the Board of Trustees by April 15, 1973.

C. Assist in the improvement of communications within the academic area.

This objective will be considered achieved when four division meetings have been attended by May 1, 1973.

D. Continue the development of an LRC accountability and management information system.

This objective will be considered achieved when:

1. LRC data base is adjusted to reflect more measurable output factors by Feb. 15, and June 30, 1973 for semester and end-of-year reports.

2. An exploration and analysis of factors that contribute to measurable data concerning the LRC role in the improvement of instruction and recommendations are made by March 30, 1973.

E. Work with other administrators and division chairmen to interpret, develop, and implement a plan to achieve the institutional goal to "improve the qualitative use of Learning Resources."

This objective will be considered achieved when:

1. Appropriate administrators and division chairmen are able to define the parameters of quality LRC use in their areas by Nov. 15, 1972.

2. Each area has a plan of action developed for implementation by Nov. 30, 1972.

3. This plan is implemented with appropriate staff and faculty by Dec. 15, 1972, and results evaluated by June 30, 1973.

F. Continue the operation of the LRC Advisory Committee and work with its chairman to improve its performance.

This objective will be considered achieved when 80% of the objectives for it are acted upon, and recommendations are made to the dean of learning resources.

G. Continue to involved Harper College in various national efforts to exchange information and materials about instructional and learning systems materials.

This objective will be considered achieved when:

1. Three to five appropriate Harper staff attend workshops and conferences, as set forth by such organizations as GT-70, TAP, IOX, CCAIT, and AACJC.

2. Plans, timetables, and resources are developed and implemented by appropriate staff and faculty for exchanging materials, etc. as per Harper and external deadlines.

H. Continue to expand the contacts and information dissemination of CATV, and other methods of "non-traditional" study.

This objective will be considered achieved when:

1. Appropriate information is disseminated within a week of receipt.

2. The Long Range Planning Committee and the Harper

Citizens Committee are informed of such developments and places appropriate items on their agenda for discussion and action befor April 30, 1973.

I. Update LRC long range plan with special emphasis on staffing and facilities and made report by Dec. 1, 1972.

60%

I. ROUTINE

A. Assist the vice-president of academic affairs by coordinating the Instructional Development program.

This objective will be considered achieved when the timetable and goals of the Instructional Development program are met as established by the vice-president of academic affairs.

a. Selection of 12-18 participants by Oct. 10, 1972.
b. Program going by Oct. 15, 1972.
c. Evaluation of the program is completed by May 30, 1973.

B. Assist the vice-president of academic affairs and other deans with faculty and staff orientation and in-service programs.

This objective will be considered achieved when:

1. The timetable and goals of the orientation and in-service programs are met.

2. The LRC services are discussed with the faculty during the fall orientation period, and all faculty using the lecture/demo rooms have had a training session of the media systems before the classes start.

3. The continuation of on-going individualized faculty in-service sessions are conducted by LRC professional staff members so that every faculty member has had at least one personal visit by an LRC professional staff member during the academic year.

4. 85% of the faculty and staff requests or develop materials, etc. fit within the framework of the LRC procedures by Nov. 30, 1972.

5. LRC brochures and faculty guide booklets are developed, duplicated, and delivered by Sept. 1, 1972.

C. Plan, develop, recommend, and execute the LRC budget according to the timetable and guidelines established by the vice-president of academic affairs.

D. Evaluate in conjunction with the directors and appropriate supervisors, the LRC staff for selection, promotion, leave, tenure, and retention, to be achieved when recommendations are forwarded on or before the deadlines set by the college procedures.

E. Submit semester, end-of-year, and other LRC reports to the vice-president of academic affairs as required by procedures, state and federal agencies, or upon request.

This objective will be considered achieved when reports are submitted on time, or three weeks after the end of the semester.

F. Assist the vice-president of academic affairs as may be assigned.

20%

PERSONAL AND PROFESSIONAL

A. Write two articles for publication by March, 1973.

B. As president of CCAIT, provide leadership to that organization through the regional vice-presidents and task forces to conduct a fall and spring multi-site conference, continue the systems exchange group, and have its learning resource task force do a feasibility study of non-traditional training of LRC staff.

C. Attend a conference or seminar on management in higher education.

DIRECTOR OF PROCESSING SERVICE
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Coordinate LRC reorganization as it applies to processing.

This objective will be considered achieved when all elements of reorganization are completed by 10/1/72.

B. Coordinate planning efforts in the development of automation as it applies to processing.

This objective will be considered achieved as determined and requested by the Computer Advisory Committee.

C. Participate in efforts directed toward interinstitutional cooperative projects.

This objective will be considered achieved when planning sessions and/or other meetings are attended as requested and scheduled.

II. PROBLEM SOLVING

A. Allocate budget for library materials among divisions.

This objective will be considered achieved when:

1. Nine departmental allocations are being maintained in both 544 and 545 accounts.

2. Divisions receive monthly reports of expenditures for each of these accounts.

B. Seek to cut down on time books and other materials are waiting to be processed.

This objective will be considered achieved when most materials are ready for use within 90 days of receipt.

C. Assist in the creation of a serials unit.

This objective will be considered achieved when:

1. Periodicals are being handled by a periodicals clerk.

2. Subscription list is reviewed and revised by January 1, 1973.

3. The serials list is ready to be bid through a vendor by June 30, 1973.

4. Present exchange arrangements are continued.

D. Assist in the planning for library services in the satellite centers.

This objective will be considered achieved when implementation is carried out as needs are indicated.

E. Coordinate inventory of collection to be begun by summer 1973.

This objective will be considered achieved when begun during summer session 1973, completed by January 1, 1974.

F. Work with other administrators to interpret, develop, and implement a plan to achieve the institutional goal to "improve the qualitative use of Learning Resources."

This objective will be considered achieved when this area contributes as requested and feasible.

III. ROUTINE

A. Cooperate with the LRC Advisory Committee by attending and participating in the meetings of this Committee.

B. Plan for, create, and justify new positions as the need arises.

This objective will be considered achieved when there is Board approval of the positions.

C. Plan, develop, recommend and execute the annual budget for processing.

This objective will be considered achieved when scheduled guidelines are met.

D. Evaluate staff for selection, promotion, leave, tenure, retention, or non-retention.

This objective will be considered achieved when recommendations are forwarded by required dates.

E. Submit appropriate reports to the dean of learning resources.

This objective will be considered achieved when:

1. Semester reports are completed two weeks after the end of each semester.

2. Annual report is submitted by end of the summer session.

F. Continue to spend all budget for materials, and to add at a slightly reduced rate from last year due to the reduced budget.

This objective will be considered achieved when:

1. 90% of the budget in the 544, 545 + 546 accounts is encumbered by April 15, 1972.

2. All requests are placed within two weeks of receipt in acquisitions.

G. Encourage staff to belong to, participate in, and attend programs of relevant professional associations.

This objective will be considered achieved when each professional staff member attends at least one such meeting this year.

H. To continue with LRC and other Harper staff as a reviewing group for AV materials for Booklist.

This objective will be considered achieved when group meets as requested for review sessions.

IV. PERSONAL AND PROFESSIONAL

A. Function as chairman of the College and University Libraries Section of the Illinois Library Association.

This objective will be considered achieved when:

1. Board sessions are attended as scheduled.

2. The meeting obligations of the ILA conference in October are fulfilled.

B. Function as a member of the Communications Committee of the JCLS.

This objective will be considered achieved when obligations are carried out as required.

C. Participate as a member of the Nominating Committee for ACRL and as chairman of the Nominating Committee for JCLS.

This objective will be considered achieved when meetings are attended in Washington in January and in Los Vegas in June as scheduled.

D. Continue serving as a consultant to the Baker & Taylor Company.

This objective will be considered achieved when meetings are attended as scheduled.

DIRECTOR OF RESOURCES SERVICE
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Develop and pursue new possibilities for cooperative services between LRC resources service and community and area agencies.

This objective will be considered complete when:

1. The resources service staff have participated in appropriate workshops and made appropriate recommendations to the dean on cooperative prospects within ten days after such meetings.

B. Develop and implement a consultant function to the faculty from resources service.

This will be considered complete when:

1. A professional staff member is assigned to a consultant role and bi-monthly reports are on file in the director of resources service's office.

2. The consultant will work closely with the dean of learning resources, in developing plans for new uses and improved qualitative use of LRC and will respond to meetings as requested by the dean of learning resources.

II. PROBLEM SOLVING

A. To establish an open atmosphere that will encourage the division and faculty to submit course outlines, course objectives, etc., with resources services area of LRC.

This objective will be considered complete when:

1. Resources service staff have solicited and received division approval for this project in four out of seven divisions by the end of the first semester.

B. To develop and present to the dean of learning resources a new data system for supplying information on the use and impact of the resources service area of LRC.

C. To implement the new resources service and develop a positive working relationship within the newly created resources service area.

This objective will be considered complete when:

1. I have held staff meetings monthly on operational problems and procedure implementation as per the dean of learning resource's schedule (Objectives II-A).

D. To assist the dean of learning resources, in developing a qualitative use plan for academic divisions.

This objective will be considered complete when:

1. We have assisted any division with information, etc. as requested.

2. We have modified our data collection to incorporate appropriate data collection to measure the qualitative use.

E. To assist the dean of learning services, in developing plans for serving satellite centers to support career and continuing education needs.

This objective will be considered complete when:

1. Two plans for such services, along with funding implications, are presented to the dean of learning resources, by January 30, 1972.

III. ROUTINE

A. Supervise the development of media specifications for architects master plan development.

This objective will be considered complete when:

1. I have met all dates requested for system specification.

B. To direct the organization of the resources service in-service effort for the faculty and students for 1972-73 year.

This objective will be considered complete when:

1. We have prepared and presented in-service training

to the faculty and selected student groups as per the vice president of academic affairs' and faculty schedule.

2. Appropriate staff have developed and presented in-service programs to:

   a. Lecture/Demo faculty - fall orientation program.
   b. Met assigned individual interviews as scheduled.
   c. Call on faculty on new procedures during the year.

3. Appropriate information is presented to graphics for brochures development by July 15.

C. To assist the dean of learning resources, in development of planning for future campuses, staff, funds, etc., as per deadlines established by the dean of learning resources.

D. To assign specific responsibilities in the resources service area to the development and coordination of self-instructional materials.

This objective will be considered complete when:

1. A staff member has been assigned these responsibilities and bi-monthly reports are on file in director or resources service's office beginning September 30, 1972.

E. Plan, develop, recommend, and execute the resources service's budget according to the timetable established by dean of learning resources.

F. Evaluate the resources service staff for selection, promotion, leave, travel, and retention as per deadline established by college procedures.

G. Submit semester, end of year, and other resources service reports to dean of learning resources, on time or two weeks after end of each semester.

H. Assist the dean of learning resources, as may be assigned.

IV. PERSONAL AND PROFESSIONAL

A. Continue graduate training in education administration.

This will be considered complete when:

1. I have completed at least six credit hours during 1972-73 year.

B. Continue responsibility as president of IAVA.

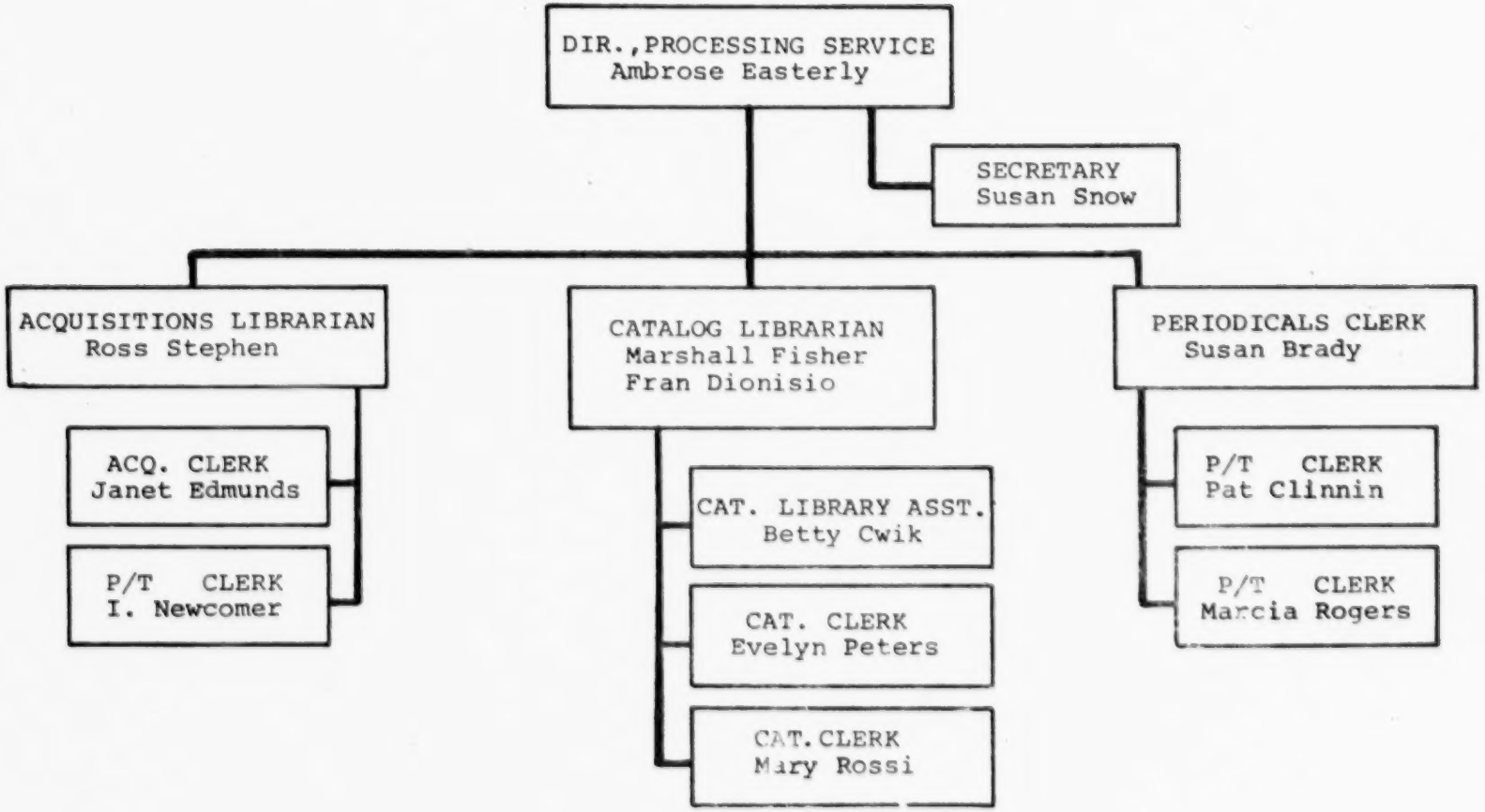
This will be considered complete when:

1. I have organized and conducted appropriate executive committee and board meetings.

C. Attend a management training seminar as designated by the dean of learning resources.

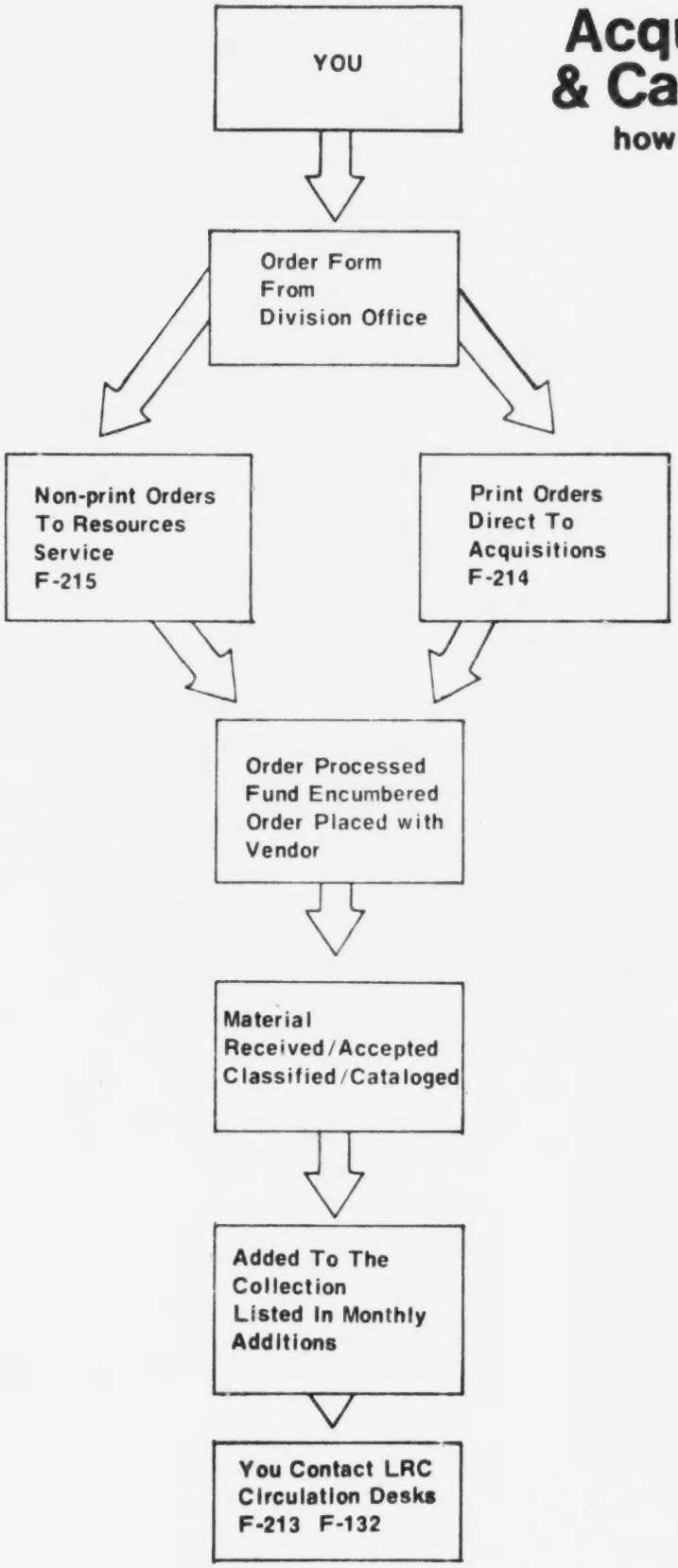
D. Write an article - to be submitted for publication to national media journals.

PROCESSING SERVICE



Acquisitions & Cataloging

how do you get it?


YOU
Order Form From Division Office
Non-print Orders To Resources Service F-215
Print Orders Direct To Acquisitions F-214
Order Processed Fund Encumbered Order Placed with Vendor
Material Received/Accepted Classified/Cataloged
Added To The Collection Listed In Monthly Additions
You Contact LRC Circulation Desks F-213 F-132

ACQUISITIONS LIBRARIAN

JOB DESCRIPTION

The acquisitions librarian is directly responsible to the director of processing service for the selection, ordering, receiving and paying of library materials; he works with faculty and L.R.C. staff in collection building.

This individual:

A. Receives material requests and supervises the checking of these requests in the library files.

B. Supervises and assists in the identification and verification of the materials requested.

C. Supervises the assembling and placing of LRC material orders.

D. Supervises the placing of purchase orders for periodicals subscriptions.

E. Supervises the maintenance of the in-process and order files.

F. Supervises the checking-in of materials received and verifies bills and invoices.

G. Solves problems which arise in bills, invoices and orders received.

H. Supervises the replacement of lost materials and the addition of multiple copies.

I. Searches for needed out-of-print materials.

J. Aids and encourages the faculty and library staff in the selection of materials.

K. Maintains a balanced collection.

L. Assists the director of processing service in allocating and overseeing the spending of the library materials budget.

M. Attends appropriate staff meetings and serves on appropriate faculty committees.

ACQUISITIONS LIBRARIAN
JOB DESCRIPTION
-continued-

N. Participates in appropriate professional organizations.

O. Performs other duties as might be assigned by the director of processing service.

CATALOGING LIBRARIAN "A"

JOB DESCRIPTION

The cataloging librarian is directly responsible to the director of processing service for the development and growth of the learning resources collection.

This individual:

A. Supervises cataloging processes of the print materials of the learning resources collection.

B. Assists in the cataloging processes of the non-print materials of the learning resources collection.

C. Supervises the maintenance of the learning resources catalogs.

D. Assists in maintenance of learning resources slide index.

E. Assists in selection of material.

F. Assists in giving learning resources lectures and other specialized instruction to students and faculty.

G. Works with media circulation librarian in respect to circulation of uncataloged materials.

H. Supervises and directs classified staff and student assistants in the department.

I. Participates as a faculty member in meetings and committee work.

J. Participates in learning resources automation project planning and implementation.

K. Prepares annual report and/or other reports as requested by the director of processing service.

L. Supervises the inventory of the print resources collection periodically.

M. Participates in professional organizations.

CATALOGING LIBRARIAN "A"
JOB DESCRIPTION
-continued-

N. Assumes other appropriate responsibilities as designated or delegated by the director of processing service.

CATALOGING LIBRARIAN "B"

JOB DESCRIPTION

The cataloging librarian is directly responsible to the director of processing service for the development and growth of the learning resources collection.

This individual:

A. Supervises cataloging processes of the non-print materials of the learning resources collection.

B. Assists in the cataloging processes of the print materials of the learning resources collection.

C. Supervises the maintenance of the learning resources slide index.

D. Assists in maintenance of the learning resources catalogs.

E. Assists in selection of materials.

F. Assists in giving learning resources lectures and other specialized instruction for students and faculty.

G. Works with media circulation librarian in respect to circulation of uncataloged materials.

H. Supervises and directs classified staff and student assistants in the department.

I. Participates as a faculty member in meeting and committee work.

J. Participates in learning resources automation project planning and implementation.

K. Prepares annual report and/or other reports as requested by the director of processing service.

L. Supervises the inventory of the non-print resources collection periodically.

M. Participates in professional organizations.

CATALOGING LIBRARIAN "B"
JOB DESCRIPTION
-continued-

N. Assumes other appropriate responsibilities as designated or delegated by the director of processing service.

ACQUISITIONS LIBRARIAN
OBJECTIVES FOR 1972-73

I. INNOVATIVE — Percentage of Time

A. Plan and create, in conjunction with the director of processing services, a library materials selection policy governing all acquisitions.

This objective will be considered achieved when:

The LRC advisory council has reviewed the policy by January 31, 1973.

B. Plan and develop a systematic method for distribution to individual faculty of reviews, brochures, etc., of material for possible addition to the collection and thereby provide a means of increasing faculty participation in the selection process.

This objective will be considered achieved when:

1. A distribution system is operating by which selection aids (e.g. CHOICE/LJ Cards, publishers brochures) are routed regularly, acquisitions-faculty members-acquisitions by October 1, 1972.

2. Appropriate record keeping is established to validate faculty input by October 1 and analyzed by January 31, 1973.

C. Plan and develop a record-keeping system which will assess the work-time units spent by acquisitions.

This objective will be considered achieved when:

Appropriate record keeping methods are established by October 1, 1972, and a summary report is submitted by June 30, 1973.

D. Assist in efforts directed toward interinstitutional cooperative Learning Resources projects.

This objective will be considered achieved when:

Planning sessions and/or other meetings are attended as requested and scheduled.

Percentage of Time

E. Assist in the implementation of the plan to achieve the institutional goal to "improve the qualitative use of Learning Resources."

This objective will be considered achieved when:

Implementation is accomplished by October 15, 1972.

F. Assist in planning for extension center and second campus services as required by institutional goals implementation.

This objective will be considered achieved when:

Assistance is given to extension center and second campus services as more fully planned and developed by the institution.

G. Assist in the development of automation as it applies to processing.

This objective will be considered achieved when:

Assistance is given as determined and requested by the Computer Advisory Committee.

20%

II. PROBLEM SOLVING

A. Assist in budget allocation of the 544 and 545 accounts for LRC materials to divisions.

This objective will be considered achieved when:

1. Divisional representatives are being assisted in the expenditure of their budgets as set in operation by LRC advisory council.

2. Supervise the expenditure of the 900 account.

B. Develop a plan by which a consolidation of annually received materials (e.g. yearbooks, handbooks) can be purchased through a continuation service.

This objective will be considered achieved when:

An order has been placed with a continuations service jobber by October 15, 1972.

20%

III. ROUTINE — Percentage of Time

A. Encumber 90% of the materials budget in the 544 and 545 accounts by April 15, 1973.

This objective will be considered achieved when:

The acquisitions department places orders approximately totaling 10% of budget per month.

B. Maintain a current status in placing all requests for materials.

This objective will be considered achieved when:

All requests are processed by acquisitions department within two weeks of their receipt.

C. Assist the director of processing services with administration and faculty orientation and other in-service programs.

This objective will be considered achieved when:

Accomplished as opportunities arise.

D. Submit appropriate reports to the director of processing services.

This objective will be considered achieved when:

1. Monthly divisional encumbrance reports are submitted to the director and division chairman on the first of each month.

2. Semi-annual report is prepared and submitted to the director by January 31, 1973.

3. Annual report is prepared and submitted to the Director by June 30, 1973.

E. Evaluate, in conjunction with the director of processing services, appropriate classified staff for selection, promotion, retention and non-retention.

This objective will be considered achieved when:

The recommendations are forwarded by required dates.

Percentage of Time

F. Participate in the faculty evaluation system as an evaluator and an evaluatee.

This objective will be considered achieved when:

Meetings and reports are submitted as outlined in the Procedures Manual.

60%

IV. PERSONAL AND PROFESSIONAL

A. Continue to serve ILA in the capacity of RTSD section vice-chairman/chairman elect.

This objective will be considered achieved when:

Meetings and duties are fulfilled as scheduled and needed.

B. Continue to serve on ALA Junior Member Round-table Committee on Governance.

This objective will be considered achieved when:

Meetings and duties are fulfilled as scheduled and needed.

C. Serve as a member of a reviewing group for audio-visual materials for Booklist.

This objective will be considered achieved when:

Review sessions are attended as scheduled.

D. Serve on appropriate college committees.

This objective will be considered achieved when:

Meetings are attended as scheduled.

CATALOGING LIBRARIAN "A"
OBJECTIVES FOR 1972-73

I. INNOVATIVE	Percentage of Time

A. Devise criteria for accountability in cataloging and processing of materials.

This objective will be considered achieved when:

A system of recording cost termination is developed and operational by June 15, 1973.

B. Add cross references to Learning Resources catalogs.

This objective will be considered achieved when:

1. Planning stages are implemented by October 1, 1972.

2. Begin adding to catalog by December 1, 1972.

C. Assist in creating a complete permanent media catalog for media services operations.

This objective will be considered achieved when:

Catalog is completed and all temporary cards are removed and replaced by December 31, 1972.

D. Assist in the planning of future Learning Resources automation projects.

This objective will be considered achieved when:

Future project planning opportunities arise dependent upon feasibility studies.

E. Plan for expansion to second campus and/or extension centers.

This objective will be considered achieved when:

Future planning opportunities arise.

20%

Percentage of Time

II. PROBLEM SOLVING

A. Study methods of keeping current flow of materials.

This objective will be considered achieved when:

1. 75% of material can be processed within 90 days of arrival.

2. Processing output is periodically reevaluated.

B. Set up system for cataloging of materials on an "immediate need" basis.

This objective will be considered achieved when:

1. A system of criteria of determining "immediate need" is established.

2. Materials determined to be "immediate need" will be processed within 24 hours.

C. Assist with faculty orientation and other service programs.

This objective will be considered achieved when:

Accomplished as opportunities arise.

D. Plan for inventory of Learning Resources collection for summer of 1973.

This objective will be considered achieved when:

1. Planning is completed by April 15, 1973.

2. Inventory is begun in summer of 1973, and completed by January 1, 1974.

20%

III. ROUTINE

A. Increase book collection to 60,000 volumes.

This objective will be considered achieved when:

Met by June 15, 1973.

Percentage of Time

B. Assist in increasing media collection by 3,000 items.

This objective will be considered achieved when:

Met by June 15, 1973.

C. Maintain learning resources center catalogs.

This objective will be considered achieved when:

Catalogs are kept up to date on a weekly basis.

D. Submit appropriate cataloging reports.

This objective will be considered achieved when:

1. Semester reports are completed two weeks after the end of each semester.

2. Annual report is completed two weeks after the end of the academic year.

E. In conjunction with the director of processing service, evaluate cataloging clerical staff for promotion, retention, merit pay, etc.

This objective will be considered achieved when:

Recommendations are forwarded as per college procedural manual and inclusive deadlines.

F. Evaluate and be evaluated in conjunction with other LRC faculty for promotion, tenure, retention, etc.

This objective will be considered achieved when:

Recommendations are forwarded as per college procedural manual and inclusive deadlines.

G. Continue notification of new additions to LRC collection.

This objective will be considered achieved when:

1. Monthly lists are circulated to interested faculty of new additions.

2. Individual requestors are notified on a monthly basis that their materials are ready for use.

Percentage of Time

IV. PERSONAL AND PROFESSIONAL

A. Participate in faculty activities on campus.

This objective will be considered achieved when:

There is membership and participation on at least one faculty committee.

B. Enhance professional growth.

This objective will be considered achieved when:

1. Membership is retained in at least two professional organizations (American Library Association and the Illinois Library Association).

2. Attend at least one professional association meeting during the year.

C. Participate as a member of the reviewing committee for audiovisual materials for Booklist magazine.

This objective will be considered achieved when:

Review sessions are attended.

CATALOGING LIBRARIAN "B"
OBJECTIVES FOR 1972-73

Percentage of Time

I. INNOVATIVE

A. Attempt to develop a system of accountability that will effectively measure contributions to Harper College.

This objective will be considered achieved when:

A statistical system is developed to establish cost factors per item.

B. Assist in planning and adding cross references to Learning Resources catalogs.

This objective will be considered achieved when:

1. Planning stages are implemented by October 1, 1972.

2. Addition to catalog is begun by December 1, 1972.

C. Create a permanent media catalog for media services operations.

This objective will be considered achieved when:

All temporary cards are replaced with permanent cards by June 15, 1973.

D. Participate in the planning of future processing automation projects.

This objective will be considered achieved when:

As determined and requested by the Computer Advisory Committee.

E. Plan for expansion to second campus and/or extension centers.

This objective will be considered achieved when:

Such planning is requested and implemented.

20%

II. PROBLEM SOLVING — Percentage of Time

A. Study methods of keeping current with flow of materials.

This objective will be considered achieved when:

1. 80% of non-print material can be ready for use within 60 days of arrival.

2. Processing output is periodically reevaluated.

B. Set up system for cataloging of materials on an "immediate need" basis.

This objective will be considered achieved when:

1. Criteria for detemining "immediate need" is established by October 15.

2. Materials determined to be "immediate need" will be processed within 24 hours.

C. Assist with faculty orientation and other service programs.

This objective will be considered achieved when:

Accomplished as opportunities arise.

D. Begin planning for processing non-print media backlog on first floor (primarily materials produced on campus).

This objective will be considered achieved when:

Planning is completed by December 1, 1972.

E. Plan and implement relisting of microfilm in individual units.

This objective will be considered achieved when:

1. Planning is completed by December 1, 1972.

2. Relisting is completed by June 1, 1973.

F. Plan for inventory of Learning Resources collection for summer of 1973.

This objective will be considered achieved when:

Inventory is begun in summer of 1973, and is completed by January 1, 1954.

20%

Percentage of Time

III. ROUTINE

A. Increase media collection by 3,000 items, and assist in incresing book collection to 60,000 volumes.

This objective will be considered achieved when:

Met by June 15, 1973.

B. Assist in maintaining LRC catalogs.

This objective will be considered achieved when:

Catalogs are kept up to date on a weekly basis.

C. Assist in compilation of cataloging reports.

This objective will be considered achieved when:

Report is completed and sent to the director two weeks after the end of the semester, and annual report is sent to director two weeks after the end of the academic year.

D. In conjunction with the director of processsing service, evaluate cataloging classified staff for promotion, retention, merit pay, etc.

This objective will be considered achieved when:

Recommendations are forwarded by required dates.

E. Evaluate and be evaluated in conjunction with other LRC faculty for promotion, tenure, retention, etc.

This objective will be considered achieved when:

Recommendations are forwarded by required dates.

60%

IV. PERSONAL AND PROFESSIONAL

A. Participate fully as a faculty member.

This objective will be considered achieved when:

There is membership and participation on at least one faculty committee.

Percentage of Time

B. Enhance professional growth.

This objective will be considered achieved when:

1. Membership is retained in at least two professional organizations (American Library Association and the Illinois Library Association)

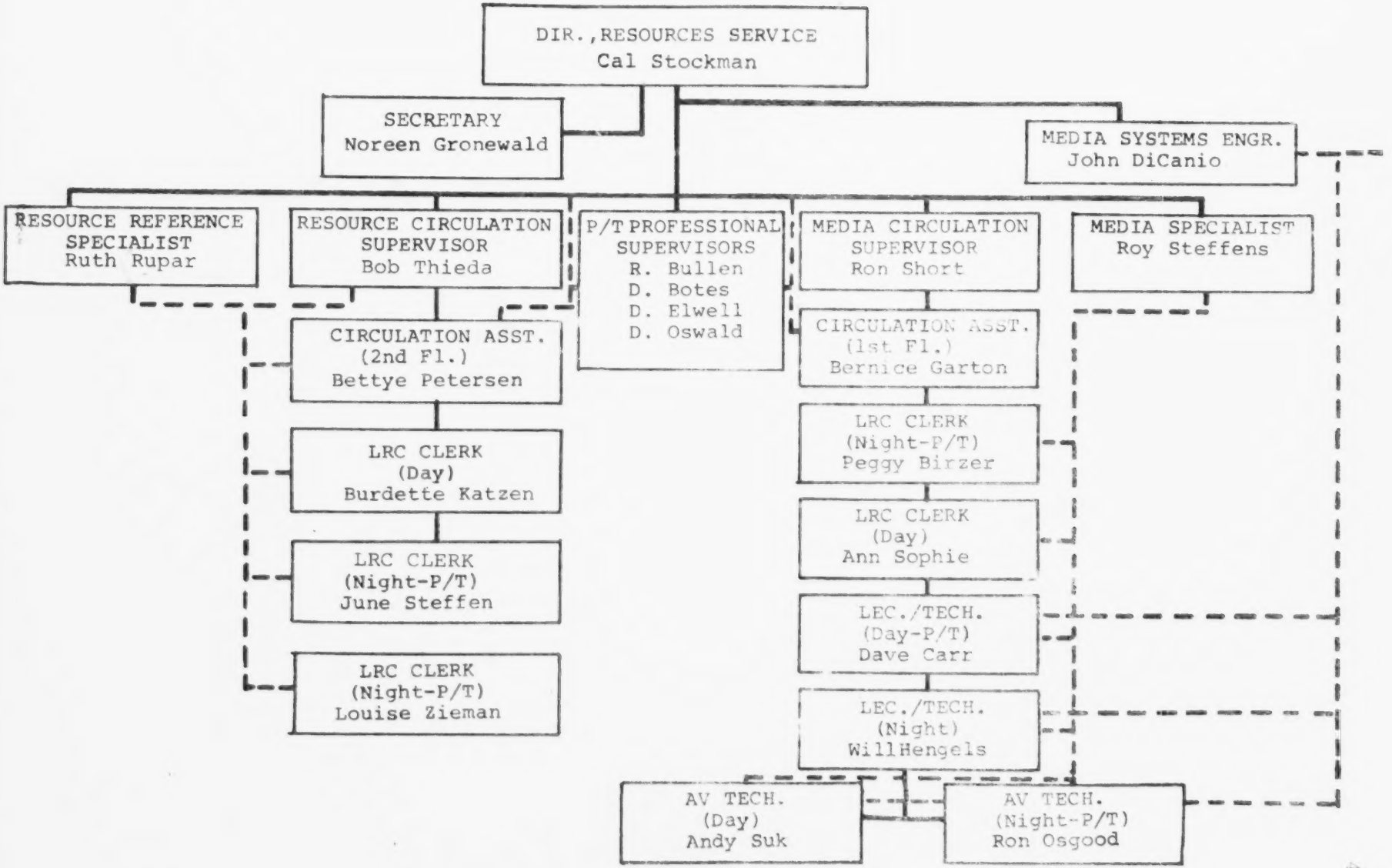
2. Attend at least one professional conference during the year.

C. Participate as a member of the reviewing committee for audiovisual materials for Booklist magazine.

This objective will be considered achieved when:

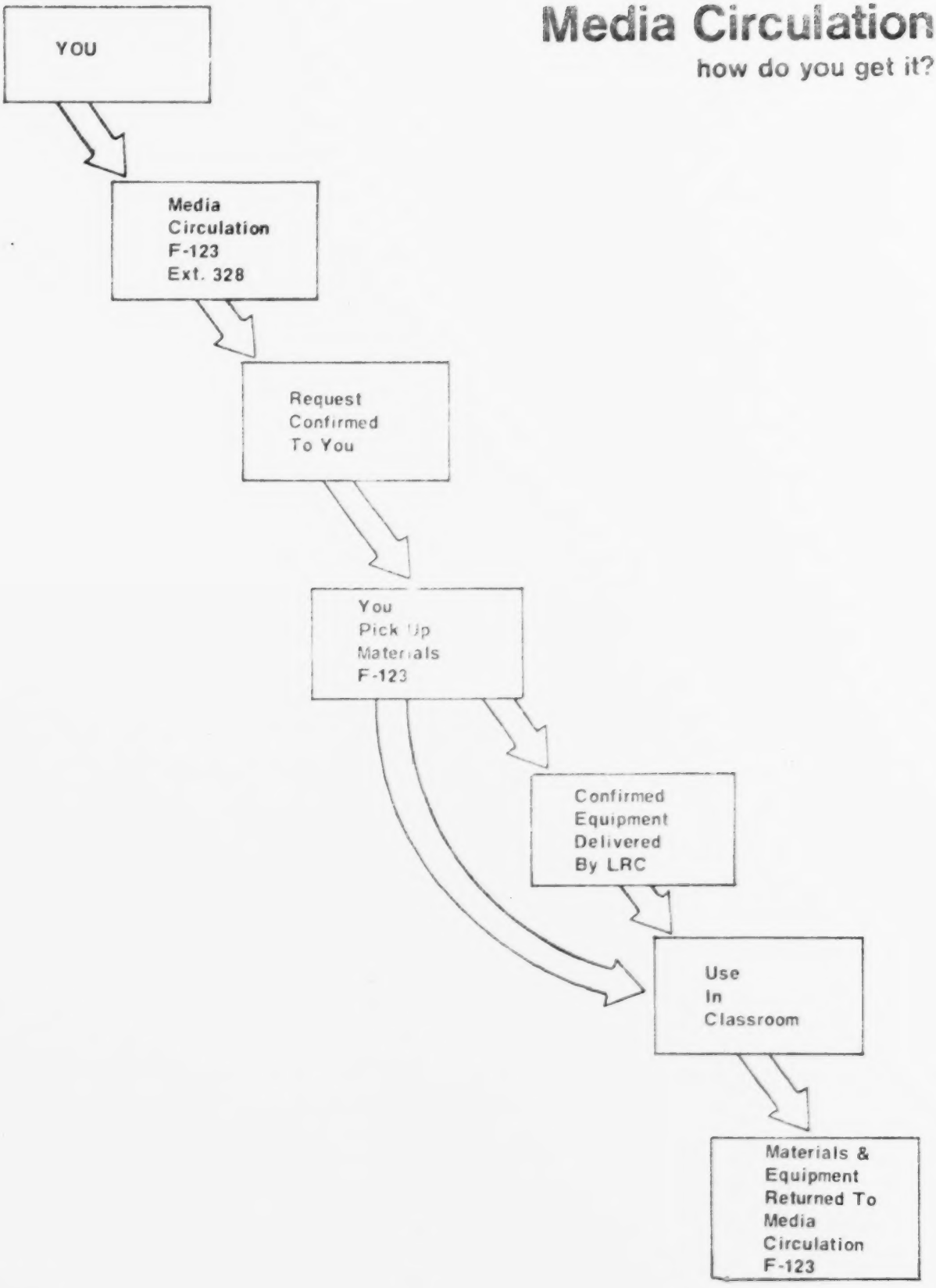
Review sessions are attended.

RESOURCES SERVICE



Media Circulation

how do you get it?



MEDIA CIRCULATION SUPERVISOR

JOB DESCRIPTION

The media circulation supervisor is responsible to the director of resources service for the performance of the following duties:

This individual:

A. Assists the director of resources service in carrying out the educational programs as delegated to LRC. Implements the non-print circulation services for those programs as defined by the director of resources service.

B. Plans and supervises non-print circulation in-service training programs for the faculty and students, introducing them to available instructional media and materials throughout the academic year.

C. Supervises non-print circulation staff.

D. Prepares and submits applicable demands for budget development.

E. Coordinates expenditures in budget accounts in the areas of film rental, audiovisual hardware, and maintenance of supply and equipment inventory.

F. Suggests and implements modification in the circulation system.

G. Evaluates appropriate personnel employed in non-print circulation - with regard to job performance, advancement, or pay increases.

H. Develops non-print circulation reports at the end of each semester on use made of materials by faculty and students.

I. Assists the director of resources service in on-going discussions of circulation related problems.

J. Attends and represents the non-print circulation area of LRC at appropriate college meetings.

K. Encourages development and use of self-instructional materials and programs.

MEDIA CIRCULATION SUPERVISOR
JOB DESCRIPTION
-continued-

L. Integrates newly processed materials - whether gifts or purchased into permanent collection through presentation of lists and current catalog entries to faculty and students.

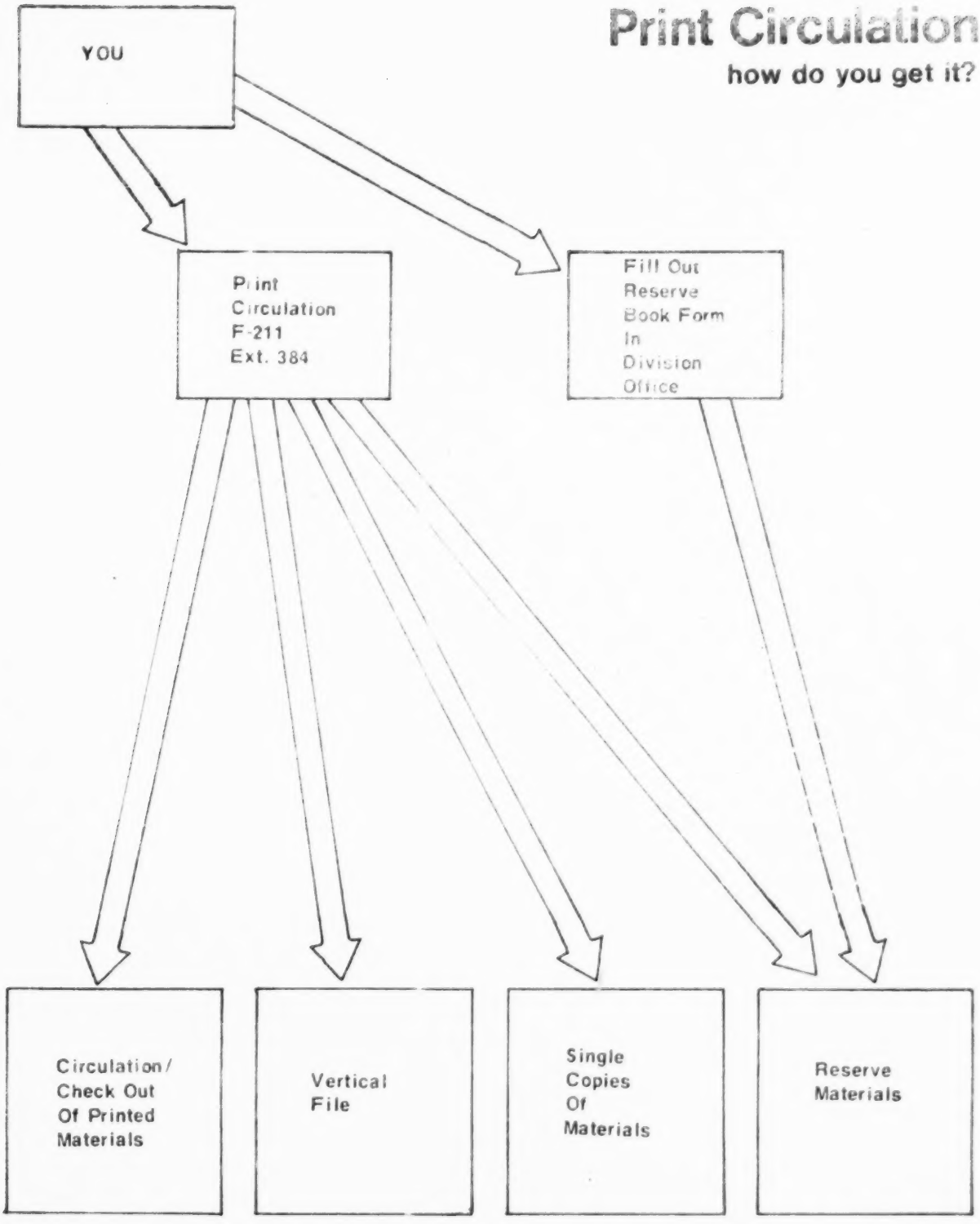
M. Joins and participates in appropriate national, state, and local associations.

N. Keep abreast of new technological developments in the areas of utilization and distribution so that systems and services may be kept up to date.

O. Accepts other assignments designated by the director of resources service.

Print Circulation

how do you get it?


YOU
Print Circulation F-211 Ext. 384
Fill Out Reserve Book Form In Division Office
Circulation/ Check Out Of Printed Materials
Vertical File
Single Copies Of Materials
Reserve Materials

RESOURCES SERVICE
PRINT CIRCULATION SUPERVISOR
JOB DESCRIPTION

The print circulation specialist is responsible to the director of resources service for the management and circulation of the print collection.

This individual:

A. Administers routine activities and suggests changes as they appear necessary.
   1. Charging in and out of materials.
   2. Shelving and maintenance of stacks.
   3. Liason work - with processing - in discovering lost materials.
   4. Overdue control functions.
   5. Reserve materials.
   6. Statistical reports.

B. Supervises and evaluates classified staff and student assistants.

C. Recommends purchase of appropriate materials for LRC collection.

D. Makes appropriate recommendations to resources service director regarding budgetary needs.

E. Explores and clarifies role of print materials in the educational process to student body and faculty.

F. Provides staff atmosphere for objective discussion of improvement of procedures relating to resources service print material.

G. Develops effective in-service programs to improve print utilization.

H. Assists reference librarian in student/faculty orientation to LRC services, with special emphasis on print materials.

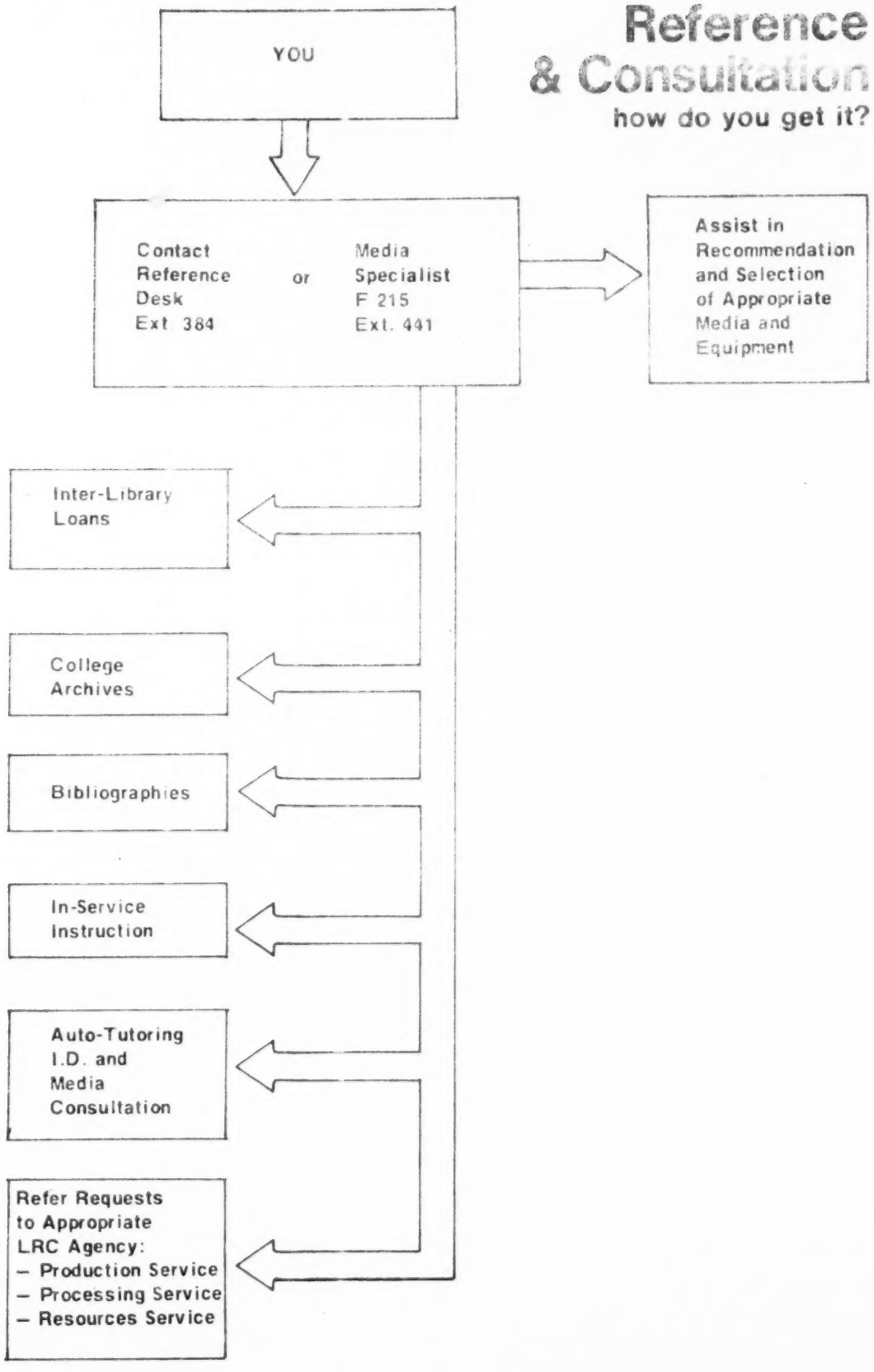
I. Represents print area of resources service in college-wide meetings.

J. Attends appropriate national and state associations.

K. Assumes other appropriate responsibilities as delegated by director, resources service.

Reference & Consultation

how do you get it?



RESOURCE REFERENCE SPECIALIST

JOB DESCRIPTION

The resource reference specialist is responsible to the director of resource services for the following services as appropriate to the learning resources for the academic affairs area, college and community.

This individual:

A. Interprets reference materials to users.

B. Assists users in locating materials.

C. Guides individuals in correct research procedures.

D. Gives assistance to the faculty in curriculum development, bibliographies, and literature searches.

E. Gives group and individual instruction in library use as requested.

F. Recommends for purchase material appropriate to the collection.

G. Maintains and encourages use of the innovative diffusion center (IDC).

H. Maintains college archives.

I. Maintains the vertical file.

J. Manages interlibrary loans.

K. Assists director, resource services, with procedures and inservice programs that will assist faculty with the use of resource services.

L. Assists in the evaluation of classified staff and student aids.

M. Evaluates and makes periodic reports and recommendations on the reference aspects of resource services to the director.

N. When appropriate, represents resource services at college meetings.

O. Participates in professional organizations and meetings.

RESOURCE REFERENCE SPECIALIST
JOB DESCRIPTION
-continued-

P. Assumes other appropriate responsibilities as designated or delegated by the director of resource services.

MEDIA SPECIALIST, RESOURCES SERVICE

JOB DESCRIPTION

The media specialist is responsible to the director of the resources service for the performance of the following duties:

This individual:

A. Acts as a consultant/advisor for the resources service to the faculty and administration.

B. Engages in faculty in-service training activities which should include: assisting in interpreting the existing media collection and equipment available, and explaining use of reference sources for locating needed hardware and software on the market; assisting faculty by interpreting the electronic systems and encouraging the utilization of appropriate media and equipment for lecture/demo, individual study and classroom instruction; explain certain resources service functions and rules to interested faculty groups and individuals.

C. Provide leadership in stimulating, developing and implementing autotutorial and independent study programs and labs, including the F132 area.

D. Aid faculty by assisting in the location and selection process of appropriate media and audiovisual equipment and recommend the purchase of such items.

E. Create a file for faculty reference which will emphasize auto-tutorial program sources and information related to such programs.

F. Recommend appropriate corrections to problem areas of LRC operations as they relate to the faculty and student user.

G. Assist in channeling faculty requests to the appropriate LRC area: production, resources service and technical processing.

H. Represent the resources service at appropriate college meetings with groups and individuals.

I. Assists in evaluating the resources service technical staff.

MEDIA SPECIALIST, RESOURCES SERVICE
JOB DESCRIPTION
-continued-

J. Make periodic reports relative to the lecture/demo, auto-tutorial programs, and any other functions deemed relevant to the director of the resources service.

K. Acts as a liaison for the I.D. program, as directed.

L. Becomes familiar with all aspects of circulation functions in order to assist, as necessary, in supervising these operations.

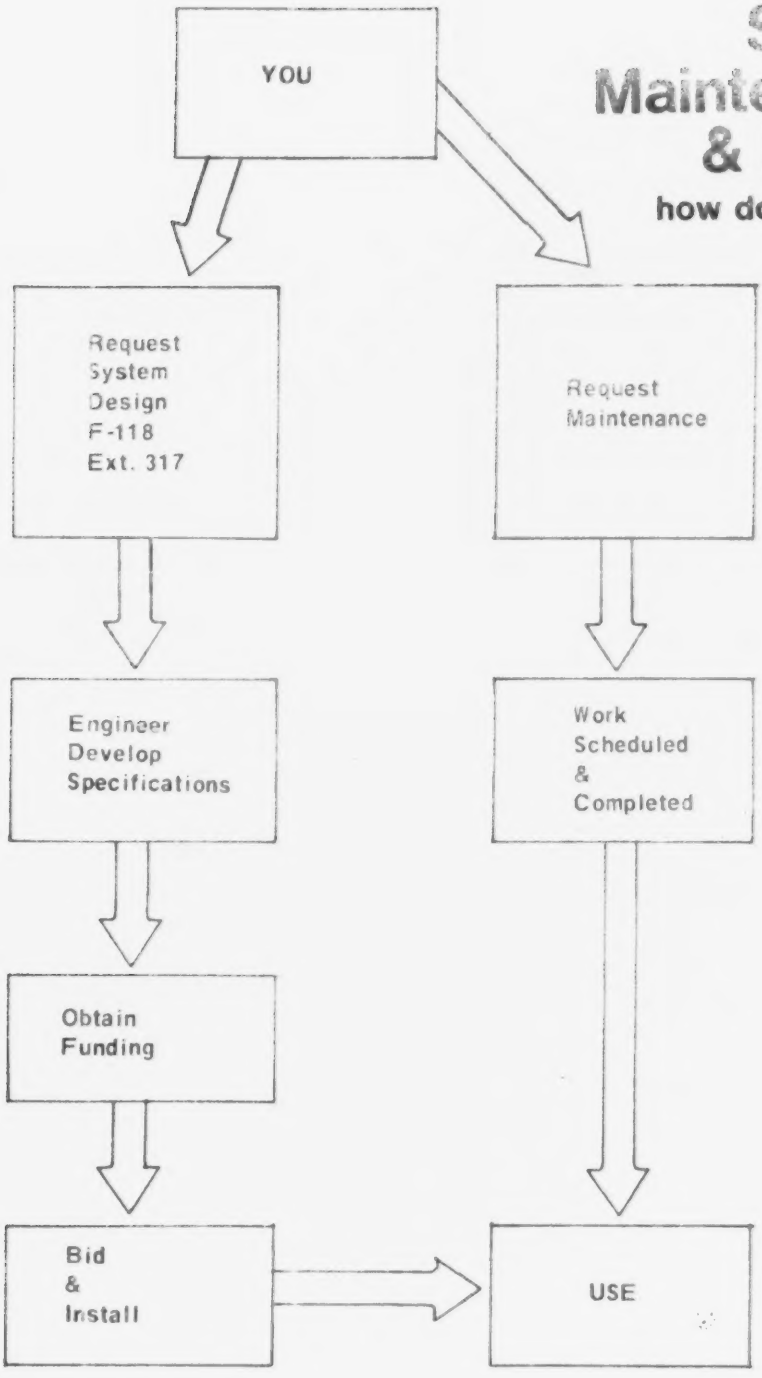
M. Participates in appropriate internal resources service meetings.

N. Seeks professional development by participating in various professional associations and meetings.

O. Assumes other appropriate responsibilities as delegated by the director of the resources service.

System Maintenance & Design

how do you get it?



MEDIA SYSTEMS CHIEF ENGINEER

JOB DESCRIPTION

The media systems chief engineer is responsible to the director, resources service for the performance of the following duties:

This individual:

A. Consults with the director, resources service, other staff and faculty, on the technical aspect of media systems as related to the college.

B. Directs the technical supervision of the lecture-demo centers and television studio.

C. Assists in the training of faculty and staff in the operation of the media systems and individual pieces of AV equipment.

D. Trains the technical staff for routine preventive maintenance and repair of the media systems and AV equipment.

E. Assists in the evaluation of technical staff members with respect to their technical performance.

F. Advises the director, resources service on the interfacing of Harper's media systems with those external to Harper.

G. Supervises the maintenance, either locally or externally by contract, of the various media systems and individual pieces of AV equipment.

H. Prepares budget estimates for maintenance or modification of the media systems as required for budget planning.

I. Supervises the budget accounts for contractual services maintenance and replacement parts.

J. Plans, coordinates, and performs modifications to existing media systems, which will facilitate the increased effectiveness of the systems.

K. Consults with other members of the LRC staff on the purchase of new AV equipment.

MEDIA SYSTEMS CHIEF ENGINEER
JOB DESCRIPTION
-continued-

L. Develops and prepares the technical specifications and schematic diagrams for the bid documents of any new, internal media systems required by the college.

M. Assists in bid evaluation, oversees the installation, and performs final acceptance testing of contracted media systems.

N. Joins and supports professional organizations as they relate to media systems design and operation.

O. Assumes other appropriate responsibilities as delegated by the director, resources service.

MEDIA CIRCULATION SUPERVISOR
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Explore the possibilities of setting up AV circulation and distribution systems to service our growing number of (satellite) teaching centers.

This objective will be considered achieved when:

Exploration of the actual needs for such systems, monies available for this (local and grants), and other ramifications has been completed and a report prepared by January 1, 1973. (Budget)

B. Work to encourage the faculty to develop student use of F-132 on individualized programs.

This objective will be considered achieved when:

Ten faculty members have prepared or selected new individualized programs for use in carrels of F-132 with assistance from myself and Roy Seffens, media specialist by May 30, 1973.

C. Pursue possibilities for circulation of holding to community and area agencies.

This objective will be considered achieved when:

Media specialist and I have a smooth system working and have logistics of system on paper by November 15, 1972.

II. PROBLEM SOLVING

A. Work to encourage 24 hour notice period for AV equipment loans.

This objective will be considered achieved when:

No more than 5% of all requests are less than 24 hours prior notice for school year 1972-73.

B. Rearrange carrel setups in F-132 to provide for maximum usage of space and to insure better supervision of equipment.

This objective will be considered achieved when:

New arrangement that improves usage of space and supervision by the end of the first semester is made.

C. Make a survey of usage of all hardware to establish data sheet to be used in future purchase and actual equipment usage efficiency.

This objective will be considered achieved when:

Data is prepared to meet budget dates on purchase of new hardware.

D. Take survey to see actual usage of software of circulation holdings to determine future needs and purchases.

This objective will be considered achieved when:

Data collected is ava lable for budget planning 1973.

III. ROUTINE

A. Assist in presentation of in-service material for academic areas of college.

This objective will be considered achieved when:

1. 100% of new staff have been exposed to circulation area services by October 15, 1972, plus lecture/demo facilities and operation.

2. 80% of full time faculty have been exposed to circulation area services by November 15, 1972.

3. 100% of faculty using facilities have been exposed to its workings and capabilities via personal contact and multi-media systems description handout by October 30, 1972.

4. Review past student orientation programs and design new approach for the 1972-73 school year.

B. Hold staff meetings as deemed necessary and evaluate the circulation area staff as to problems, recommendations, and commendations.

This objective will be considered achieved when:

Staff meetings being held and evaluations of staff being completed as per college schedule.

C. Gather support data for budgetary planning and semester reports on circulation operation.

This objective will be considered achieved when:

Dates for budget have been met plus preparation of circulation report one week after the semester's end.

D. Plan, develop, and recommend areas of the budget as they apply to circulation as per deadlines established by director of resources service.

This objective will be considered achieved when:

Such objectives are complete.

E. Supply film rental confirmation information to divisions requesting such lists plus other bibliographic material as needed.

This objective will be considered achieved when:

All requests from divisions requesting such information have been met.

F. Review, evaluate, and suggest modifications of existing circulation procedures and policies.

This objective will be considered achieved when:

All procedures and policies have been reviewed and new procedures and policies have been discussed with the director of resources service prior to implementation.

IV. PERSONAL AND PROFESSIONAL

A. Continue graduate training in Educational Administration.

This objective will be considered achieved when:

I have completed three credit hours during 1972-73.

B. Join appropriate national, state, and local professional associations and attend appropriate meetings.

This objective will be considered achieved when:

Membership has been achieved in AECT, IAVA, and Chicago Suburban Roundtable plus attendance and participation in 50% of their meetins (dependent on funds).

C. Seek involvement in Harper faculty (Senate) and administrative meetings.

This objective will be considered achieved when:

I have attended 50% of their meetings.

D. Visit other college media centers and observe their programs.

This objective will be considered achieved when:

I have visited at least two other college media centers.

RESOURCES SERVICE - PRINT CIRCULATION SUPERVISOR
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Develop guidelines and propose working plans for new cooperative services between resources service print circulation and community/area agencies.

This objective will be considered achieved when:

The development, proposal and recommendations of three major projects are completed by June, 1973.

B. Assist director in organization and trial procedures for print consulting work to faculty from resources service.

This objective will be considered achieved when:

1. Trial methods are developed and clarified by October 15, 1972.

2. Appropriate reports are submitted to director of resources service on this process. (Bi-monthly)

II. PROBLEM SOLVING

A. Assist in establishment of relaxed and cordial climate in resources services/LRC aimed at greater divisional and faculty interchange with resources service staff.

This objective will be considered achieved when:

1. Approval of divisional chairmen for faculty submission of course objectives and outlines to resources service has been gained from four out of seven divisions by January, 1973.

2. In-depth faculty interviews with "representative" individuals concerning use of print materials, problems, and suggested procedural changes have been carried out with UP TO 1/2 full-time faculty interviewed by June, 1973.

B. Evaluate and suggest appropriate modifications in print circulation line activities (where feasible).

This objective will be considered achieved when:

1. There is greater efficiency in use of staff time.

2. There is increased charge-out of print materials - student and faculty by December 1, 1972.

C. Nurture a positive working relationship among members of resources service.

This objective will be considered achieved when:

Specific questions are answered and communicated to the director of resources service.

D. Assist director of resources service in developing a "qualitative use plan" for academic divisions.

This objective will be considered achieved when:

Specific information on reserve activity has been gathered and disseminated to appropriate divisional representatives by February 1, 1972.

E. Advise Ron Short, media circulation supervisor concerning non-print circulation operations AS DESIRED by Mr. Short or appropriate director.

This objective will be considered achieved when:

Questions (service, technical, faculty, or student related) are satisfactorily resolved.

F. Resolve American Journal of Nursing reprint problem.

This objective will be considered achieved when:

New operational policies have been developed, accepted and put into operation by November 1, 1972.

III. ROUTINE

A. Develop print specifications for director of learning resources' use during development of architect's master plan and/or second campus.

This objective will be considered achieved when:

Requests for information have been filled as requested.

B. Jointly create new and additional in-service effort for faculty and students.

This objective will be considered achieved when:

In-service programs are available for:

1. Faculty
   A. General group (divisional)
   B. Individual interview
      1. On schedule
      2. At reference desk
      3. At circulation desk

2. Students

A. Assist reference specialist as requested.

1. Individual assignments

3. Student assistants - on-the-job training

are taken through established orientation procedures when hired.

C. Plan and recommend print items for budget planning and expenditures as per college budget schedule.

This objective will be considered achieved when:

These plans have been completed.

D. Participate in evaluation of classified staff in conjunction with the director of resources service.

This objective will be considered achieved when:

Such action is requested and completed as requested.

E. Participate in peer evaluation as a committee member - as requested.

This objective will be considered achieved when:

Such action is requested and completed as requested.

F. Submit print circulation reports to director one week after the close of each academic term.

This objective will be considered achieved when:

Such action is completed.

IV. PERSONAL AND PROFESSIONAL

A. Attend at least one conference during the year relative to library circulation and utilization as per available funds.

This objective will be considered achieved when:

Such conference has been attended.

RESOURCE REFERENCE SPECIALIST
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Assist in the study and development of cooperative services between Resources Service and community and area agencies.

This objective will be considered achieved when:

1. In conjunction with other resources service staff, a report is submitted to the director, resources service, on three major cooperative prospects.

2. Appropriate conferences and working sessions with area agencies are attended as scheduled, and recommendations forwarded to director of resources service.

B. Assist the director of resources service, in developing a revised system for measuring quantitative and qualitative use of the resources service area of LRC.

This objective will be considered achieved when:

A new system has been submitted to the director of resources service, by February 1, 1972.

II. PROBLEM SOLVING

A. Assist director of resources service, in developing a positive and smooth-functioning working atmosphere within the newly created resources service.

This objective will be considered achieved when:

1. Staff meetings are attended as scheduled.

2. Planning and procedures are carried out to improve resources service's service.

B. Develop a rationale for use and organization of a course outline/course objectives file.

This objective will be considered achieved when:

Resources service has received division approval for this project in four out of seven divisions by the end of the first semester.

C. Assist director of resources service, with faculty in-service programs.

This objective will be considered achieved when:

1. LRC brochures and faculty guide booklet revisions are submitted to director of resources service by August 1, 1972.

2. In-service sessions are conducted as necessary.

D. Assist director of resources service, in planning and implementing reference service in the proposed extension centers.

This objective will be considered achieved when:

Plans have been submitted to director of resources service by January 15, 1973.

E. Promote a better understanding of what the IDC contains and how it can aid the faculty.

This objective will be considered achieved when:

III. ROUTINE

A. Provide reference service to all users.

This objective will be considered achieved when:

1. Individual and group requests for library instruction are met.

2. Bibliographies are prepared at faculty request.

3. Vertical file, archives, and interlibrary loans are maintained.

B. Assist director of resources service, in evaluating appropriate classified staff for selection, promotion, retention, and non-retention.

This objective will be considered achieved when:

Recommendations are forwarded by required dates.

IV. PERSONAL AND PROFESSIONAL

A. Continue to serve as the LRC representative to the Harper College Faculty Senate.

This objective will be considered achieved when:

Meetings are attended as scheduled.

B. Attend professional meetings.

This objective will be considered achieved when:

ALA, ILA, and other meetings are attended.

C. Maintain membership in professional organizations

This objective will be considered achieved when:

1973 dues are paid.

MEDIA SPECIALIST
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Encourage, develop, and assist in implementing A-T and independent study programs.

This objective will be considered achieved when:

1. When projected A-T labs are operational with beginning units by September 11, 1972. Continue implementation of all programs throughout the year.

2. New programs are stimulated or developed as reflected in bi-monthly reports to the director beginning September 30, 197 .

3. A faculty reference file of A-T information and sources is developed by the end of October, 1972.

4. When enrollment in 1972-73 I.D. program realized in order to assist as a resource/support team member.

B. Refer faculty requests to appropriate LRC area.

This objective will be considered achieved when:

At least 50 referrals are directed to the three service agencies by May 25, 1973. Referrals are validated by standard request forms for the respective agencies signed by the media specialist.

C. Support the resources service team in efforts to encourage faculty to submit course outlines, lesson plans, and objectives with sufficient lead to improve LRC impact on academic programs.

This objective will be considered achieved when:

Four of the seven divisions solicited give approval for this project by the end of the first semester.

D. Act as a consultant to faculty and administration.

This objective will be considered achieved when:

1. Division chairmen are interviewed and new role is discussed by October, 1972.

2. At least ten key division or departmental meetings of different areas are attended for purposes of conveying information and providing necessary communications by May 25, 1973.

3. When at least 50% faculty (amount to be quantified at later date) are interviewed and consulted with regard to LRC needs and problems and their resolution by May 25, 1973.

E. Work closely with the dean of learning resources in developing plans for new uses and improved qualitative use of LRC.

This objective will be considered achieved when:

Plans and problems are discussed in meetings requested by the dean of learning resources.

F. Recommend and assist the faculty in the selection of media and equipment for purchase or rentals and assist in locating media in the collection.

This objective will be considered achieved when:

1. Media bibliographies are compiled, new equipment and media information is prepared and submitted to requesting faculty or departments within two weeks of request date.

2. There is evidence of an increase in the number of lead teachers and the number of media purchase requests forwarded to the acquisitions librarian compared to 1971-72. (At least 20% of the lead teachers not involved in AV material or equipment purchases last year are so involved in 1972-73).

G. Devise an accountability plan which demonstrates impact on resources service on the instructional program.

This objective will be considered achieved when:

The plan is submitted and discussed with the director of resources service at a regular meeting by January 1, 1973.

II. PROBLEM SOLVING

A. Create a plan for in-service training for faculty by division, department and on an individual basis.

This objective will be considered achieved when:

A matrix by division is designed based on information drawn from faculty interview data cards for the 1971-72 year. Matrix to include use patterns, problem areas and 1972-73 needs. To be submitted by October 15, 1972.

B. Learn all basic resources service functions to better serve the faculty and effectively supervise operations when necessary.

This objective will be considered achieved when:

1. Certain procedures and operations currently unknown to the media specialist are explained by the circulation librarian by October 1, 1972.

2. Informal library training sessions are completed as the need arises.

C. Recommend solutions to LRC-user problems

This objective will be considered achieved when:

1. Matrix problem areas are analyzed and recommended solutions are submitted to the director of resources service by November 1, 1972.

2. Problems are discussed and tentative solutions are proposed in bi-monthly staff meetings.

3. Assistance is given in revising LRC faculty and student evaluation questionnaire, tabulating and reporting results by May 25, 1973.

D. Develop a means for facilitating the implementation of media projects developed in the I.D. program.

This objective will be considered achieved when:

I.D. participants who are at or near completion stages for some or all of their projects are interviewed and practical means for implementation are discussed by December 16, 1972.

E. Assist the director of resources service and resources service team in developing new cooperative services with the community and area agencies.

This objective will be considered achieved when:

Appropriate workshop or meetings are attended and proposals are submitted to the dean or director of resources service within ten days of such meetings.

F. Submit statistical and other written reports to the director of resources services.

This objective will be considered achieved when:

1. Reports are filed on I.D. program, A-T operations, LRC problem areas and other reports indicated by and at times specified by the director (usually bi-monthly for most reports).

2. The I.D. Participant Media Utilization study is turned in by August 3, 1972.

G. Assist the director and resources service in developing a new data system which indicates use of the resources service.

This objective will be considered achieved when:

Proposals are submitted to the director of resources service on or before February 1, 1973.

H. Assist the director of resources service in developing a qualitative use plan for academic divisions.

This objective will be considered achieved when:

New data system reflects qualitative data, especially data related to I.D. and A-T programs on request.

III. ROUTINE

A. Engage in faculty in-service training program.

This objective will be considered achieved when:

All new instructors in lecture/demo operations and electronic systems use procedures are trained by October 1, 1972. Also, senior faculty requiring cards in the 1971-72 interview census will be instructed by November 1, 1972.

B. Participate in appropriate meetings.

This objective will be considered achieved when:

1. 90% of LRC, resources service and committee meetings are attended barring work schedule conflicts.

2. At least one conference is attended at AECT and IAVA by May, 1972

C. Assist the acquisitions librarian in obtaining information for completing media purchase requests.

This objective will be considered achieved when:

An ongoing program for such assistance is maintained.

D. Assist in updating LRC/resources service manuals and publications.

This objective will be considered achieved when:

Necessary pamphlets are revised in time for distribution by September 11, 1972.

E. Engage in media evaluation for Booklist magazine.

This objective will be considered achieved when:

Evaluations are complete.

F. Participate in peer group evaluations at appropriate time.

This objective will be considered achieved when:

Participation has been performed as requested.

G. Accept additional responsibilities delegated by the director of resources service.

This objective will be considered achieved when:

Such responsibilities are completed as requested.

IV. PERSONAL AND PROFESSIONAL

A. Pursue further graduate training.

This objective will be considered achieved when:

One course has been completed by September, 1973, assuming acceptance by a university offering a specialist's degree.

MEDIA SYSTEMS CHIEF ENGINEER
OBJECTIVES FOR 1972-73

I. INNOVATIVE

A. Develop specifications as required for architects' master plan development.

This objective will be considered achieved when:

I have met all dates requested for systems specifications.

B. Provide input to the director of resources service on the electronic requirements for future campuses.

II. PROBLEM SOLVING

A. Supervise the relocation of the electronic service and design area to F-120 and F-118 per schedule provided by buildings and grounds.

This objective will be considered achieved when:

Supervision has been completed.

B. Install appropriate AV equipment in F-132 independent study area carrels within 90 days of delivery of equipment.

This objective will be considered achieved when:

Equipment has been installed.

C. Train faculty and staff members in the operation of media systems and portable AV equipment.

This objective will be considered achieved when:

1. The television technician in the operation of the television system, including its interface with the lecture/demo halls is trained by September 8, 1972.

2. The independent study area technician in the operation and maintenance of the AV equipment in F-132 has been trained by September 8, 1972 and this individual will be trained in lecture/demo operation by September 29, 1972.

3. Assistance has been given to other resources service personnel in the in-service training of faculty members who will be using the lecture/demo facilities.

D. Develop a plan for technical training.

This objective will be considered achieved when:

1. Television systems operation and maintenance areas are trained.

2. Lecture/demo hall operation, setup, and maintenance areas have been trained.

3. AV equipment operation and maintenance areas have been trained and a report has been made to the director of resource services by February 5, 1973.

E. Investigate modifying existing equipment.

This objective will be considered achieved when:

1. The lecture/demo hall operations are more foolproof.

2. The flexibility of the audio console in the television production control room has been increased and a report made to the director of resources service by January 15, 1973.

F. Develop a system for reporting information showing maintenance and design activities.

This objective will be considered achieved when:

A plan has been submitted and approved by the director of resource service by October 15, 1972.

III. ROUTINE

A. Coordinate and supervise the installation of any new systems.

This objective will be considered achieved when:

All systems meet spec prior to approval for payment.

B. Maintain appropriate AV equipment.

This objective will be considered achieved when:

1. Cleaning, testing, and performing preventive maintenance duties on all appropriate AV equipment a minimum of twice a year is met.

2. Aid in the inventory of AV equipment is given.

C. Provide appropriate input to the director of resource services for the generation of the 1973-74 budget, as per college deadlines.

This objective will be considered achieved when:

The deadlines are met.

D. Assist in the evaluation of the technical staff, as requested.

This objective will be considered achieved when:

The evaluations are complete.

IV. PERSONAL AND PROFESSIONAL

A. Attend an IVC workshop/class covering their 800 series video recorders. (subject to availability of funds from LRC and space in class).

This objective will be considered achieved when:

The workshop/class has been attended, if possible.

B. Attend meetings of the Midwest Section, Audio Engineering Society, and other meetings and conferences appropriate to media systems design.

This objective will be considered achieved when:

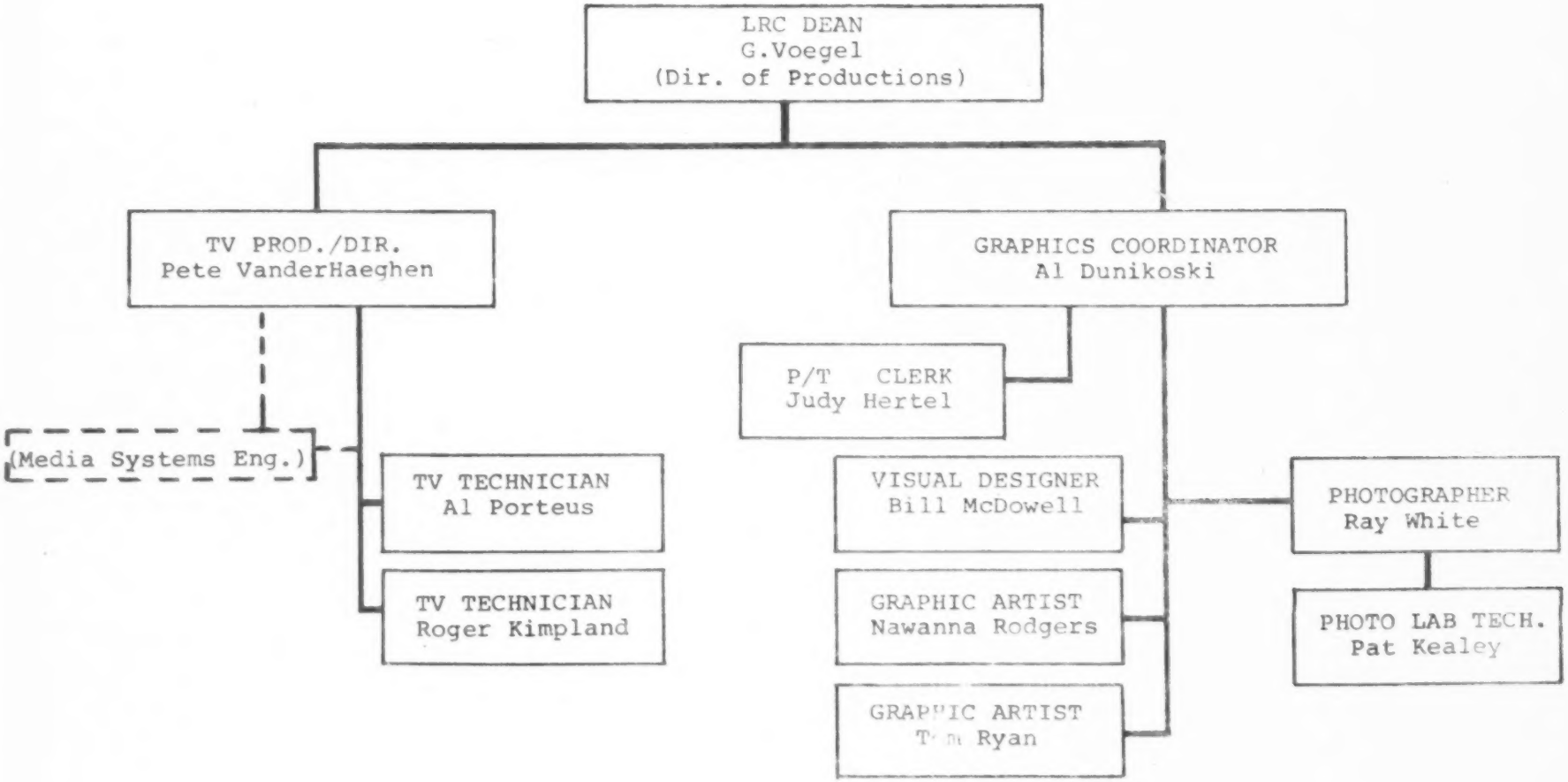
Such meetings have been attended.

C. Keep abreast of new developments in the electronic media field.

This objective will be considered achieved when:

Two reports have been written covering new developments or applications of new electronic devices and filed with the director of resources service by June 30, 1973.

PRODUCTION SERVICE



DIRECTOR, PRODUCTION SERVICE*
JOB DESCRIPTION

The director of production service is responsible to the dean of learning resources for planning, designing and producing graphic materials, TV, and other media for instructional and institutional use. Production service is also responsible for graphics, layouts, formats, and specifications for the institutional publications.

This individual:

A. Plans and implements LRC materials production service to support the instructional programs of the college.

B. Coordinates other institutional television, graphics, and production activities.

C. Develops and maintains graphic, television, and publications standards.

D. Plans and manages in-service training by:

   1. Conducting workshops in television production and use of portable videotape recorder.

   2. Conducting workshops in the local production of graphic instructional materials.

   3. Dissemination of information to faculty regarding production service.

E. Creates an atmosphere of cooperation with administrators and faculty by providing for on-going discussion of procedures and improvements relating to production services.

F. Plans, implements, supervises, and reviews the production service procedures needed in order to provide graphic, television, and graphics publication services to faculty and staff.

G. Plans, develops, and executes budget for production service.

*While the job description has been worked out, the position has not been approved. The appropriate authority and operational responsibilities of productions are delegated by the dean to the TV director and graphics coordinator.

DIRECTOR, PRODUCTION SERVICE
JOB DESCRIPTION
-continued-

H. Prepares reports and statistics indicating the utilization by faculty and staff of the production service.

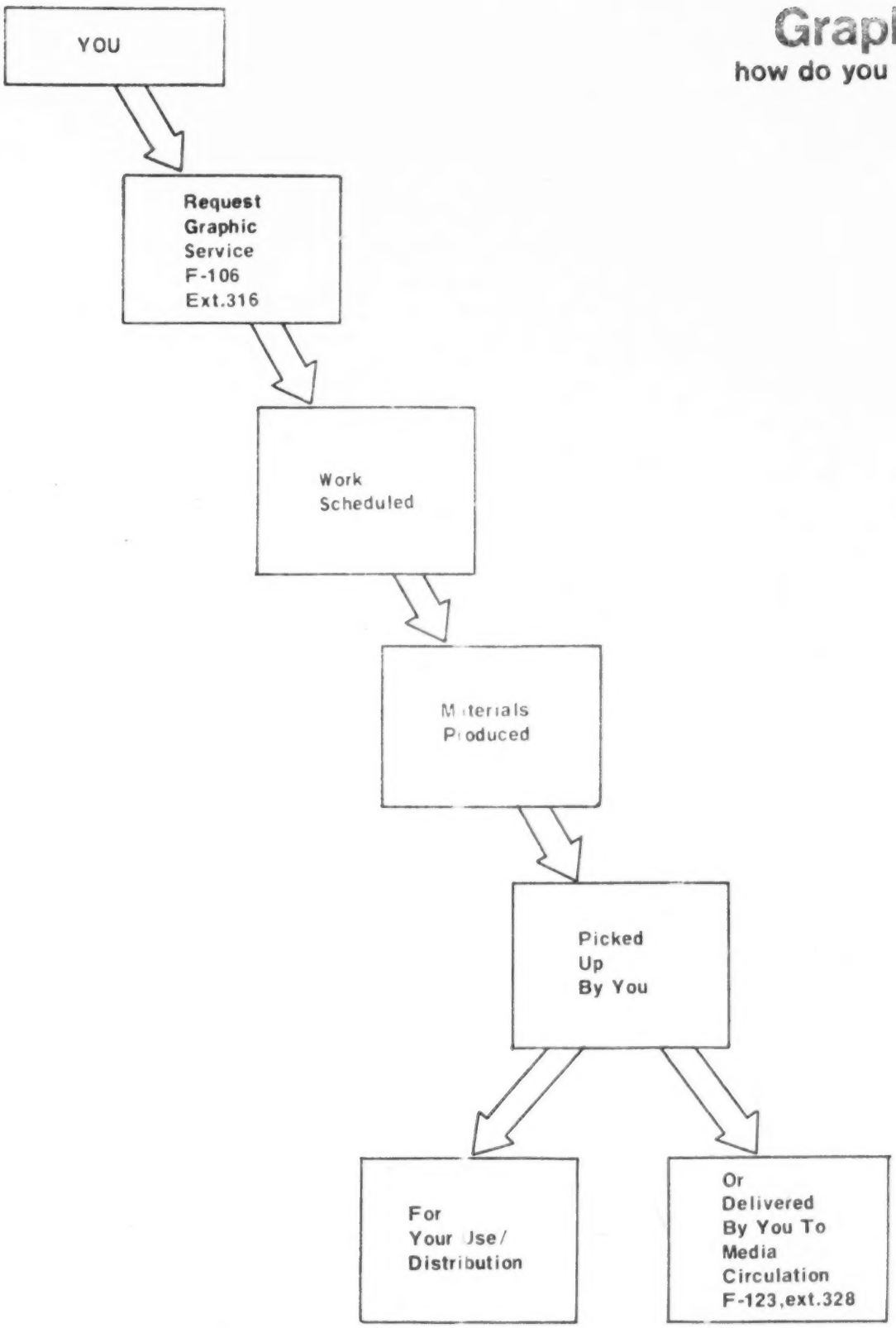
I. Reviews production service personnel with regard to selection, tenure, promotion, retention, and non-retention.

J. Represents production service at appropriate college meetings.

K. Supports professional development, participates in professional associations, and encourages appropriate staff to do likewise.

L. Assumes other appropriate responsibilities as designated or delegated by the dean of learning resources.

Graphics
how do you get it?



GRAPHICS DESIGN COORDINATOR

JOB DESCRIPTION

The graphics design coordinator is responsible to the dean of learning resources for planning, designing, and producing graphic materials for instructional and institutional use. The graphics design coordinator is also responsible for graphics, layouts, formats, and specifications for the institutional publications.

This individual:

A. Plans and implements LRC graphic materials production service to support the instructional programs of the college.

B. Coordinates institutional graphics.

C. Develops and maintains graphic and publications standards.

D. Plans and manages graphics in-service training by:
   1. Conducting workshops in the local production of graphic instructional materials.
   2. Dissemination of information to faculty regarding graphics service.

E. Creates an atmosphere of cooperation with administrators and faculty by providing for on-going discussion of procedures and improvements relating to graphic services.

F. Plans, implements, supervises and reviews the production service procedures needed in order to provide graphic publication services to faculty and staff.

G. Plans, develops, and executes budget for graphic service.

H. Prepares reports and statistics indicating the utilization by faculty and staff of graphics.

I. Reviews graphics personnel with regard to selection, tenure, promotion, retention, and non-retention.

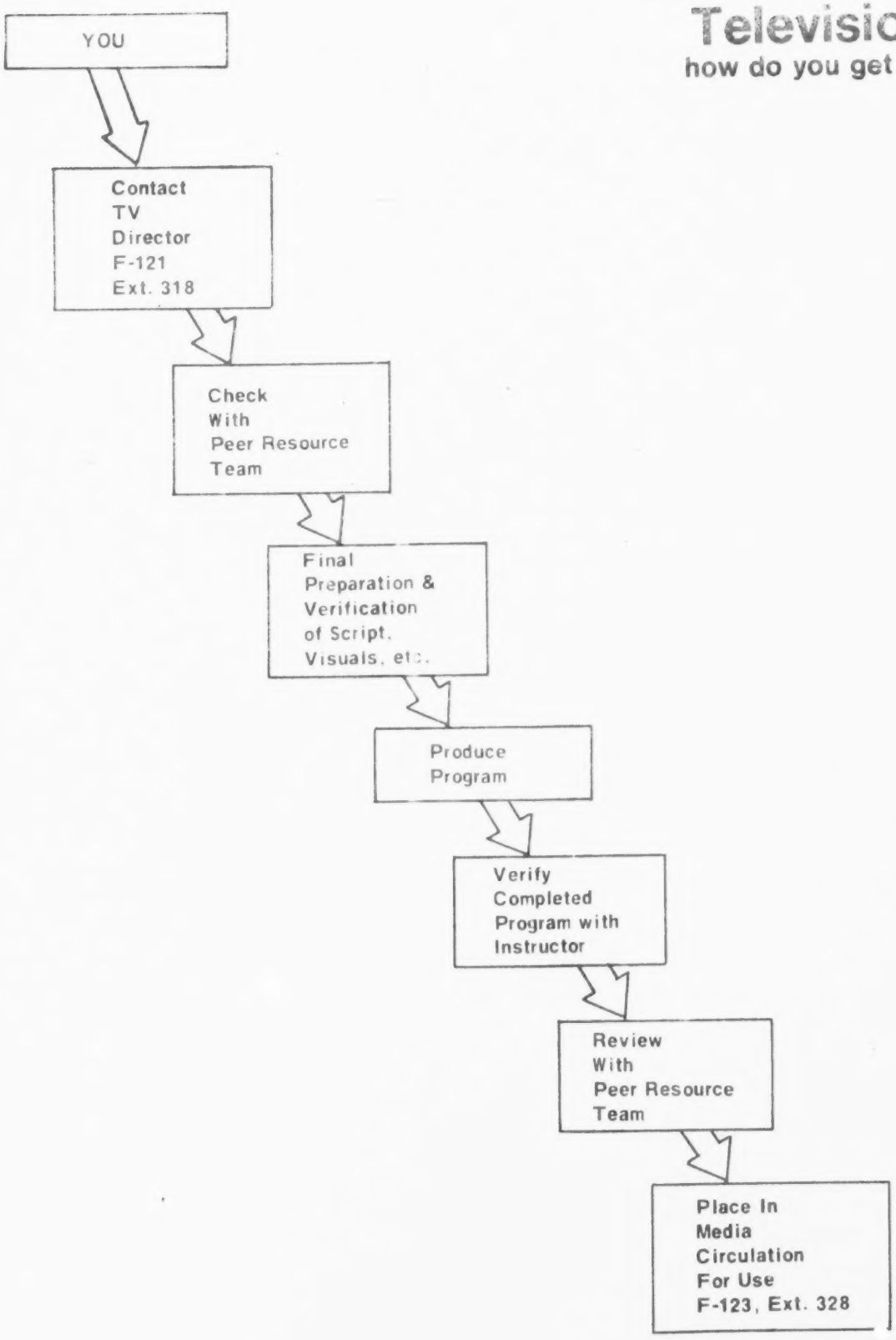
J. Represents graphics at appropriate college meetings.

GRAPHICS DESIGN COORDINATOR
JOB DESCRIPTION
-continued-

K. Supports professional development, participates in professional associations, and encourages appropriate staff to do likewise.

L. Assumes other appropriate responsibilities as designated or delegated by the dean of learning resources.

Television
how do you get it?


YOU
Contact TV Director F-121 Ext. 318
Check With Peer Resource Team
Final Preparation & Verification of Script, Visuals, etc.
Produce Program
Verify Completed Program with Instructor
Review With Peer Resource Team
Place In Media Circulation For Use F-123, Ext. 328

TELEVISION PRODUCER/DIRECTOR

JOB DESCRIPTION

The television producer/director is responsible to the Dean of Learning Resources for performing the following services as appropriate to the learning resources center for the college and community.

This individual:

A. Assists the Dean of LRC in planning and organizing the educational programs of the college and to plan and implement the production services program and services to support these educational programs.

B. Implements the plans for in-service programs for academic faculty for the use of instructional television.

C. Coordinates activities of technical staff of instructional television to insure proper coordination of television production and distribution systems.

D. Develops procedures for instructional television that will blend with the other services of LRC to faculty.

E. Assists the Dean of LRC in the planning of the budget.

F. Reviews television personnel with regard to selection, promotion, retention, and non-retention with the Dean of LRC.

G. Reviews the instructional television procedures through reports on production and program validation.

H. Recommends budget expenditures relative to instructional television and assists in its expenditure as per official budget adopted.

I. Provides an atmosphere for on-going discussion of problems relating to instructional television production.

TELEVISION PRODUCER/DIRECTOR
JOB DESCRIPTION
-continued-

J. Represents production services staff at appropriate college meetings.

K. Assists in the planning and direction of self-instructional materials related to instructional television.

L. Provides consultation for academic community in the area of TV/Radio Production.

M. Supports the Dean, LRC in community services relative to television that involves the Harper College district.

N. Joins and supports professional associations.

O. Assumes other responsibilities as designated or delegated by the Dean of LRC.

GRAPHICS DESIGN COORDINATOR
OBJECTIVES FOR 1972-73

Percentage of Time

I. INNOVATIVE

A. Explore the feasibility of establishing inter-institution cooperatives for the purchase of production materials (photo supplies, graphics materials, audio tapes, etc.)

This objective will be considered complete when:

1. Meetings are held with appropriate officials and a recommendation has been made to the dean of learning resources by January 15, 1973.

B. Plan, design and prepare a production services handbook and an instructional graphics standards manual.

This objective will be considered achieved when:

1. The production services handbook draft is completed on, or before February 1, 1973.

2. The instructional graphics standards manual is completed June 1, 1973.

C. Plan and develop guidelines for Graphics man hour estimates, (These would include costs, quantity of materials, space utilization, printing and duplicating specifications, etc.).

This objective will be considered achieved when:

1. Development plan is prepared on or before March 1, 1973.

2. Guidelines are published according to the schedule outlined in the plan.

D. Conduct a planning survey to investigate the long range printing needs for the campus.

This objective will be considered achieved when:

1. Survey is completed by January 30, 1973.

2. Analysis is made and recommendations forwarded to the dean of learning resources by March 15, 1973.

Percentage of Time

E. Study, chart and evaluate the work flow for graphics and make appropriate recommendations.

This objective will be considered achieved when:

1. The study is completed on or before March 15, 1973.

2. Appropriate recommendations are submitted to the dean of learning resources.

40%

II. PROBLEM SOLVING

A. Design and produce the following in-service programs for the 1972-73 year.

Faculty orientation - LRC (update)
Student orientation - General (update)
Faculty in-service - Graphics

This objective will be considered achieved when:

1. Faculty orientation (LRC) presentation is completed by August 31, 1972.

2. Student orientation presentation is completed by July 31, 1972.

3. Faculty has had the opportunity to attend a minimum of three graphic production workshops.

B. Revise and update the Graphics Standards Manual on a recurring basis.

This objective will be considered achieved when:

1. Present standards are evaluated for currency and meaningfulness each quarter.

2. Necessary revisions are produced and distributed.

C. Coordinate existing procedures, create new ones, and develop implementation plans.

This objective will be considered achieved when:

1. A review of these procedures with written recommendations are made to the dean of learning resources at the end of the semester.

Percentage of Time

D. Review and discuss personnel, faculty service, equipment and material problems as they arise.

This objective will be considered achieved when:

1. Graphics has a weekly staff meeting during the academic year.

E. To design and produce graphic materials within a mutually specified time frame (deadline).

This objective will be considered achieved when:

1. 90% of all required dates (deadlines) are met.

F. Assist in the development of units of instruction for the new career programs.

This objective will be considered achieved when:

1. New career program coordinators are contacted prior to September 25, 1972.

2. Programs required are produced prior to the second semester 1972-73 - (three or less).

G. Design and produce a new LRC handbook for faculty and staff.

This objective will be considered achieved when:

1. The handbook is received from the printer on or before September 1, 1972.

60%

III. ROUTINE

A. Prepare and gather data for budget development and general output reports as well as other reports required by the dean of learning resources.

This objective will be considered achieved when:

1. General report data has been forwarded to the dean of learning resources one week after the end of each semester.

2. Graphics has met budget and report data dates established by the dean of learning resources.

Percentage of Time

B. Evaluate graphics personnel.

This objective will be considered achieved when:

1. All non-academic personnel are reviewed as per personnel requirements and indicated dates.

C. Increase production skills of graphic personnel through training programs during 1971-72 year.

This objective will be considered achieved when:

1. Personnel have been through a minimum of five training programs during the academic year.

D. Assist the dean of learning resources to continue involving Harper College in various national efforts to exchange information and materials about instructional and learning systems and materials.

This objective will be considered achieved when:

1. G7-70 graphics needs have been scheduled and completed accordingly.

TELEVISION PRODUCER/DIRECTOR
OBJECTIVES FOR 1972-73

Percentage of Time

I. INNOVATIVE

A. Assist the dean of learning resources in organization of a Midwest Region Media Exchange Seminar for "Man and Environment" materials.

This objective will be considered achieved when the needs of "Man and Environment" have been successfully supported and assisted in organizing a conference by the end of 1972 in the midwest area.

B. Assist in the exploration of credit by examinations and similar developments such as, home delivery systems and their relationship to LRC.

This objective will be considered completed when scheduled meetings have been attended and input for recommendations are made by March 30, 1973.

C. Participate as an LRC staff member in working sessions or conferences with area community colleges, high schools, public libraries, and other community agencies to explore the feasibility of interinstitutional cooperative Learning Resources projects.

This objective will be considered complete when meetings are attended and input is made for the recommendations as requested by the dean of learning resources.

D. Assist the dean of learning resources in work with college Task Force on Ownership and Copyright.

This objective will be considered complete when input has been made to the dean of learning resources on this subject as requested.

20%

Percentage of Time

II. PROBLEM SOLVING

A. Coordinate existing procedures, create new ones, and develop implementation plans for instructional television.

This objective will be considered achieved when:

1. A review of procedures with the dean of learning resources and coordination with other sections of LRC have been established by September 1, 1972.

B. Review and discuss staff, budget, faculty service problems as they arise.

This objective will be considered achieved when appropriate staff meetings scheduled by the dean of learning resources have been attended and relative information conveyed to the ITV staff.

C. Attempt to bring additional financial support into the TV facilities without additional cost to the college.

This objective will be considered achieved when three possible sources of financial assistance from outside Harper College such as governmental agencies, industry, and commercial users of programming have been investigated and reported to the dean of learning resources by May 1, 1973.

D. Evaluate the system designed to determine the effectiveness of video tape presentations.

This objective will be considered achieved when:

1. The results of these evaluations have been compiled and presented to the dean of learning resources by November 1, 1972.

2. The system has been changed, if necessary, or eliminated, or continued in present form as determined by the dean of learning resources by December 1, 1972.

E. Develop new programs for Vo-Tech area of the college.

This objective will be considered achieved when twenty programs for the Vo-Tech area have been produced in the 1972-73 school year.

	Percentage of Time
F. Implement the system for elimination of TV programs that are out-of-date or unused. This objective will be considered achieved when those programs not used during the 1971-72 year have been evaluated, interested instructors consulted, and unwanted programs removed from the collection by June 30, 1973.	60%

III. ROUTINE

A. Assist in the gathering of data for budget development.

This objective will be considered achieved when the needs for instructional television for the next fiscal year have been presented and reviewed with the dean of learning resources at requested dates.

B. Assist the dean of learning resources in the evaluation of the instructional television staff for selection, leaves, promotion, retention and non-retention.

This objective will be considered achieved when the information is presented and reviewed with the dean of learning resources as per college timetables.

C. To meet the goal of the dean of learning resources relative to television production.

This goal will be considered achieved when one hundred television productions have been produced for the next year.

D. Prepare and submit to the dean of learning resources semester reports on the instructional television operation.

This objective will be considered achieved when the reports are submitted to the dean of learning resources within one week after the end of each semester.

Percentage of Time

E. Assist the dean of learning resources in the implementation of new Instructional Development projects relative to ITV.

This objective will be considered complete when all I.D. requests for TV have been processed and 75% of these requests completed by July 1, 1973.

F. Assist the dean of learning resources in the development of staff within the framework of the new LRC organizational chart.

This objective will be considered complete when all staff meetings relative to ITV and LRC have been attended and information from these meetings relayed to the TV staff.

G. Plan and direct development of in-service program for faculty.

This objective will be considered achieved when all faculty members assigned by the dean of learning resources have been contacted and their relations with LRC have been discussed.

H. Provide support services to the lecture/demo facilities.

This objective will be considered achieved when the technical quality level use of television during the coming year has been maintained and coordinated with resources service.

I. Increase the community's awareness of Harper through work with the possibility of CATV entering the Harper district.

This objective will be considered achieved when these possibilities have been investigated and reported to the dean of learning resources throughout the 1972-73 year.

20%

IV. PERSONAL AND PROFESSIONAL

A. Become involved in Harper committees.

This objective will be considered achieved when 90% of the requested committee meetings have been attended.

Percentage of Time

B. Join national and state professional organizations and attend their conferences when appropriate.

This objective will be considered achieved when at least one national and one state professional organization has been joined and conferences that are assigned are attended.

C. Attend annual conventions where appropriate.

This objective will be considered achieved when at least one national and one state convention has been attended by the end of the academic year. (Attendance to both meetings contingent upon travel expense money available).

D. Continue education towards higher degree.

This objective will be considered achieved when at least one graduate level course has been attended.

E. Assist professional organizations by work on committees.

This objective will be considered achieved when one committee has been joined and the duties of that committee carried out during the 1972-73 school year.

TELEVISION PRODUCER/DIRECTOR
OBJECTIVES FOR 1972-73

I. INNOVATIVE	Percentage of Time
A. Assist the dean of learning resources in organization of a Midwest Region Media Exchange Seminar for "Man and Environment" materials. This objective will be considered achieved when the needs of "Man and Environment" have been successfully supported and assisted in organizing a conference by the end of 1972 in the midwest area.	
B. Assist in the exploration of credit by examinations and similar developments such as, home delivery systems and their relationship to LRC. This objective will be considered completed when scheduled meetings have been attended and input for recommendations are made by March 30, 1973.	
C. Participate as an LRC staff member in working sessions or conferences with area community colleges, high schools, public libraries, and other community agencies to explore the feasibility of interinstitutional cooperative Learning Resources projects. This objective will be considered complete when meetings are attended and input is made for the recommendations as requested by the dean of learning resources.	
D. Assist the dean of learning resources in work with college Task Force on Ownership and Copyright. This objective will be considered complete when input has been made to the dean of learning resources on this subject as requested.	
	20%

II. PROBLEM SOLVING — Percentage of Time

A. Coordinate existing procedures, create new ones, and develop implementation plans for instructional television.

This objective will be considered achieved when:

1. A review of procedures with the dean of learning resources and coordination with other sections of LRC have been established by September 1, 1972.

B. Review and discuss staff, budget, faculty service problems as they arise.

This objective will be considered achieved when appropriate staff meetings scheduled by the dean of learning resources have been attended and relative information conveyed to the ITV staff.

C. Attempt to bring additional financial support into the TV facilities without additional cost to the college.

This objective will be considered achieved when three possible sources of financial assistance from outside Harper College such as governmental agencies, industry, and commercial users of programming have been investigated and reported to the dean of learning resources by May 1, 1973.

D. Evaluate the system designed to determine the effectiveness of video tape presentations.

This objective will be considered achieved when:

1. The results of these evaluations have been compiled and presented to the dean of learning resources by November 1, 1972.

2. The system has been changed, if necessary, or eliminated, or continued in present form as determined by the dean of learning resources by December 1, 1972.

Percentage of Time

F. Implement the system for elimination of TV programs that are out-of-date or unused.

This objective will be considered achieved when those programs not used during the 1971-72 year have been evaluated, interested instructors consulted, and unwanted programs removed from the collection by June 30, 1973.

60%

III. ROUTINE

A. Assist in the gathering of data for budget development.

This objective will be considered achieved when the needs for instructional television for the next fiscal year have been presented and reviewed with the dean of learning resources at requested dates.

B. Assist the dean of learning resources in the evaluation of the instructional television staff for selection, leaves, promotion, retention and non-retention.

This objective will be considered achieved when the information is presented and reviewed with the dean of learning resources as per college timetables.

C. To meet the goal of the dean of learning resources relative to television production.

This goal will be considered achieved when one hundred television productions have been produced for the next year.

D. Prepare and submit to the dean of learning resources semester reports on the instructional television operation.

This objective will be considered acnieved when the reports are submitted to the dean of learning resources within one week after the end of each semester.

Percentage of Time

E. Assist the dean of learning resources in the implementation of new Instructional Development projects relative to ITV.

This objective will be considered complete when all I.D. requests for TV have been processed and 75% of these requests completed by July 1, 1973.

F. Assist the dean of learning resources in the development of staff within the framework of the new LRC organizational chart.

This objective will be considered complete when all staff meetings relative to ITV and LRC have been attended and information from these meetings relayed to the TV staff.

G. Plan and direct development of in-service program for faculty.

This objective will be considered achieved when all faculty members assigned by the dean of learning resources have been contacted and their relations with LRC have been discussed.

H. Provide support services to the lecture/demo facilities.

This objective will be considered achieved when the technical quality level use of television during the coming year has been maintained and coordinated with resources service.

I. Increase the community's awareness of Harper through work with the possibility of CATV entering the Harper district.

This objective will be considered achieved when these possibilities have been investigated and reported to the dean of learning resources throughout the 1972-73 year.

20%

IV. PERSONAL AND PROFESSIONAL

A. Become involved in Harper committees.

This objective will be considered achieved when 90% of the requested committee meetings have been attended.

Percentage of Time

B. Join national and state professional organizations and attend their conferences when appropriate.

This objective will be considered achieved when at least one national and one state professional organization has been joined and conferences that are assigned are attended.

C. Attend annual conventions where appropriate.

This objective will be considered achieved when at least one national and one state convention has been attended by the end of the academic year. (Attendance to both meetings contingent upon travel expense money available).

D. Continue education towards higher degree.

This objective will be considered achieved when at least one graduate level course has been attended.

E. Assist professional organizations by work on committees.

This objective will be considered achieved when one committee has been joined and the duties of that committee carried out during the 1972-73 school year.